

# **GPEX PUBLICATIONS CO-ORDINATOR**

## **KEY PURPOSE**

The role exists to represent the members and to further the achievement of the Green Party's objectives generally and specifically through ensuring a strategic approach to Green Party publications which accords with the party's broader strategy.

## **ACCOUNTABILITY**

As the Green Party Executive (GPEX) is responsible and liable for the governance and functioning of the organisation, members are accountable in varying degrees to a variety of stakeholders, including members the Green Party Regional Council (GPRC) and each other.

Furthermore, GPEX members should take a lead on building public trust and confidence in the Party's work through demonstrating good practice and good governance, taking into consideration the wider implications of the decisions they make, and to communicate widely the reasons behind such decisions or actions.

## **ROLE SPECIFIC DUTIES**

The Publications Co-ordinator : -

- Supports the development of publications during local and national elections, ensuring Green Party publications accord with the house style, electoral law and other legal requirements.
- Works closely with the External Communications, Internal Communications and Campaigns Co-ordinators to ensure integration between media and publications approaches.

## **GPEX COMMITTEE RESPONSIBILITIES**

- The Publications Co-ordinator is the GPEX representative to the Green World Editorial Board.

## **RELATIONSHIPS WITH STAFF**

- The Publications Co-ordinator has appropriate contact with Party Office staff, through the Chief Executive.

## **RELATIONSHIPS OUTSIDE THE GREEN PARTY**

- The Publications Co-ordinator has limited contact with external organisations.

## **ROLE SPECIFIC SKILLS, KNOWLEDGE, AND EXPERIENCE**

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## **ADDITIONAL INFORMATION**

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## **BEHAVIOURAL STANDARDS**

All members of GPEx are expected to adhere to the Code of Conduct and operate in a way that upholds the Values of the Party and supports the Philosophical Basis on which it is built.

## **ROLE DESCRIPTION REVIEW**

This role description is reviewed at the end of the first year of each 2 year term, and in advance of every election.

- Last review date: **May 2025**