

Southern Young Labour



Constitution and Rules

Version 2.0 (30/08/2020)

VISION

“Our mission is to engage with the youth of the Southern South Island, increasing awareness of community issues and the Labour Party for the benefit of society”

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SECTION 1: GOVERNANCE

1. EXECUTIVE COMMUNICATION

a) FACEBOOK

- a. There shall be a Facebook Closed Group and Group Chat involving all members of the executive to facilitate quick communication between the members.
- b. This Group Message shall be called “Southern Young Labour Executive”.
- c. This shall be the primary method of communication between members of the executive.

b) BRANCH EMAIL ACCOUNT

- a. The email account *southern@younglabour.org.nz* shall be the official email account of Southern Young Labour.
- b. The Chairperson, Vice-Chairperson, Secretary, and Social Organiser are to have access to this account.
- c. It is the joint responsibility of the Chairperson and Secretary to regularly check this email account and reply to and send out necessary emails.

2. INTERNAL COMMUNICATION

a) SOUTHERN YOUNG LABOUR FACEBOOK GROUP

- a. This Facebook group is to consist of current financial members of Southern Young Labour and interested parties¹
- b. The purpose of this group is to facilitate communication between members of the branch in between meetings.
- c. This is to be the main method of internal communication for Southern Young Labour.
- d. The Southern Young Labour Facebook Group will be a safe space where members feel comfortable voicing their opinions and debating important matters.

b) BRANCH EMAIL LOOP

- a. The Branch Email Loop is to consist of current financial members and interested parties.
- b. This email loop is to be used for supplementary information that may not be as convenient for the Facebook Group.

c) SOUTHERN YOUNG LABOUR MEMBERS AND SUPPORTERS GROUP

- a. This Facebook group is for past, current, and future financial members of Southern Young Labour, interested parties, and members of the public who are supporters of, or have expressed interest in the activities of Southern Young Labour.
- b. Upcoming events and engagement with the wider community may happen in the group.

d) TIMELINE

- a. A current and regularly-updated timeline shall be available at all times in the Southern Young Labour Facebook Group.
- b. It is up to all members of the executive to ensure the timeline is current.

e) AGENDA AND MINUTES

- a. The Chairperson of Southern Young Labour must have an agenda and relevant documents to be discussed at the meeting prepared and uploaded to the Southern Young Labour Facebook Group 24 hours before the next meeting.
- b. Minutes must be recorded by the secretary at each meeting. In the absence of the secretary, another Southern Young Labour member may record the minutes – elected from the floor of the meeting. Minutes must be uploaded to the Facebook Group 24 hours before the next meeting.

¹ Interested Parties refers to those who may not be financial members of Southern Young Labour, but are important contacts for the branch e.g. local MPs

- f) PROPOSED MOTIONS VIA THE SOUTHERN YOUNG LABOUR FACEBOOK GROUP
 - a. Motions proposed via the branch Facebook group will only be deemed valid if they are made in the group and are moved by the Chairperson, or Vice-Chairperson (in the absence of the Chairperson).
 - b. All motions proposed via the Facebook group will be deemed valid for 3 working days (72 hours), beginning from the day and time on which the motion was moved.
 - c. It is the responsibility of individual members to ensure that their vote(s) are cast within this timeframe.
 - d. Votes cast outside this timeframe will be deemed invalid and will not count towards the final result.
- g) SURVEYMONKEY
 - a. Where a secret ballot vote is called for, such as when deciding who will receive a branch endorsement for a particular role, SurveyMonkey may be used to elicit anonymous, accurate voting data.

3. EXTERNAL COMMUNICATION

- a) SOUTHERN YOUNG LABOUR FACEBOOK PAGE
 - a. This Facebook page is the primary method of communication with the digital public.
 - b. The running of this page is to be shared by the Chairperson, Secretary, and Social Organiser
- b) PUBLIC EMAIL LOOP
 - a. This email loop is to include not only financial and non-financial members of Southern Young Labour, but also all interested parties and those who may support the Branch.

4. CROSS ORGANISATIONAL COMMUNICATIONS

- a. CROSS SECTOR COMMUNICATIONS
 - a. Southern Young Labour must encourage its member's participation in Labour's sector groups, and should aim to have at least one representative in each sector where feasible.
 - b. At least 1 member of Southern Young Labour must attend, and give a report to the Young Labour Executive teleconference. This member will also be required to report back to the branch about the details of the teleconference.
- a. CROSS BRANCH COMMUNICATIONS
 - a. Southern Young Labour aspires to maintain healthy communication with all branches and LECs in the Southern South Island.
 - b. Southern Young Labour shall have a representative on each of the two Dunedin electorates (Dunedin and Taieri). These representatives will attend their LEC meetings and report to and from the relevant LEC.

5. INTERNAL ACTIVITIES OF THE BRANCH

- a. CAMPAIGNING ACTIVITIES & NON-ORGANISATIONAL MEETINGS
 - a. Southern Young Labour must have a minimum of 1 independent activity² every two months where practical. This may include but is not limited to petition signing, fundraisers, and door-knocking
 - b. Southern Young Labour must participate in local LEC's campaigning and other activities. This will include updating the branch's timeline of events with upcoming LEC events and informing branch members of interested parties of such events.

² Independent activity in this sense refers to an event organised by members of Southern Young Labour as opposed to by an LEC or local branch

- c. During the course of the year, Southern Young Labour must aim to organise a number of events in Dunedin that are associated with the Young Labour Policy Priorities, as decided at Young Labour Annual Conference
 - d. Southern Young Labour, led by the Social Organiser, will hold an independent social event for branch members, to encourage socialisation and team-building in a non-political, non-meeting context.
- b. ORGANISATIONAL MEETINGS
- a. Southern Young Labour must have at least one organisational meeting per month when practical.
 - b. In the circumstance that a meeting is impractical, discussions will take place in the Southern Young Labour Facebook Group.
 - c. Southern Young Labour maintains a meeting cycle where practical. The meeting time shall be on that suits the majority of the branch members.
 - d. After each Southern Young Labour meeting is closed, the members may engage in social activity.
 - e. Southern Young Labour endorses the “Southern Young Labour Constitution”, and agrees to abide by it during organisational meetings and Southern Young Labour-related activities.

6. GENDER EQUALITY, ORGANISATION, MEMBERS RIGHTS AND CONDUCT REQUIREMENTS

- a. GENDER EQUALITY
- a. Southern Young Labour strives to achieve a gender balance and equality on the branch executive.
 - b. At least 40% of the executive roles are to be held by individuals who do not identify as male, unless the demographics of branch membership make this impossible.
- b. RIGHTS OF MEMBERS
- a. First and foremost, all members of Southern Young Labour have a right to feel safe and comfortable during all branch activities and communications.
 - b. All members of the branch have the right to feel safe about expressing their own independent opinion, without fear of judgement.
 - c. All members have the right to ask for reference to or to see the Southern Young Labour Constitution if accused of violating the rules.
 - d. All members have the right to be part of and participate in a branch that is actively involved with the Labour Party and the Southern Community.
 - e. All members have the right to be part of a democratic and fair Southern Young Labour Branch.
- c. CONDUCT REQUIREMENTS
- a. All members must treat all others with respect and compassion.
 - b. Matters of bullying or gross misconduct will result in the situation being handed to New Zealand Council for them to determine appropriate disciplinary procedures.
 - c. Concerns about the actions or conduct of a member should be taken to a member of the branch executive of the complainant’s choosing.
 - d. The executive retains the right to remove comments or communications if these are in breach of the constitution. Removed communications may be saved for future reference.

7. REGIONAL CONFERENCE, ANNUAL CONFERENCE, AND VOTING

- a. VOTES
- a. As part of being a constitutional branch, Southern Young Labour will be delegated votes for regional conference and annual conference.

- b. The Chairperson will receive the first vote. If more than one vote is given to Southern Young Labour, then the Vice-Chairperson will receive the second vote.
 - c. Subsequent votes may be given to Southern Young Labour given its membership is high enough to reach the relevant threshold. In instances where additional votes are available, nominations will be sought for these positions. If more than one candidate is nominated, voting between the candidates takes place by secret ballot or SurveyMonkey – with the candidate receiving the highest vote receiving the vote.
- b. VOTING
- a. It must be noted that these votes MUST be used in the interest of SOUTHERN YOUNG LABOUR.
 - b. Prior to a regional or annual conference, Southern Young Labour will hold a meeting to decide how the branch will be voting on each remit.
 - c. If there is disagreement over how to vote on these remits, then a vote will be held. Whichever stance receives the most support will be how the branch votes.
 - d. Whichever Southern Young Labour members receive these branch votes must vote as per the branch stance.
 - e. Conscious failure to comply will prevent the member from receiving votes on behalf of Southern Young Labour at any conference in the future, regardless of their position in the branch.
- c. REGIONAL CONFERENCE
- a. Southern Young Labour will hold an organisation meeting where active members and interested parties can propose remits.
 - b. These remits will be voted on at the organisational meetings. If they pass they will be put forward to the Region 6 Regional Conference as Southern Young Labour remits.
 - c. Members or interested parties may not send remits directly to the Region 6 Regional Conference on behalf of Southern Young Labour.

8. FINANCES

- a. LIQUIDATION
- a. If Southern Young Labour is disbanded in the future, the following will happen to all Southern Young Labour assets:
 - Any obligations or outstanding fees or payments will be met and cleared with Kiwibank
 - In the event that funds are still available subsequent to any action taken to the earlier clause, any cash received from Young Labour in the past will be sent back.
 - b. The rest of the assets will be divided evenly between the Dunedin and Taieri LECs.
- b. ANNUAL REPORTS
- a. The treasurer must deliver an annual report each year either on the day of the AGM or the same month (given the branch has active finances).
- c. BANK ACCOUNTS
- a. The Chairperson, Treasurer, and Secretary must be confirmed as signatories to all bank accounts established by the Branch.
 - b. Kiwibank must be notified at the earliest opportunity in an event where changes to office holders occurs.

9. AMENDMENTS, REMOVALS, OR MODIFICATIONS

- a. As stated in the Meeting Protocols section, the Southern Young Labour Constitution can be altered
- b. In order to alter these documents, motions must be passed authorising these changes

- c. These motions are unique and must pass with 70% of votes in favour of the changes. At least 80% of the Southern Young Labour financial member's list must be present at the meeting where the motion is proposed.
- d. All amendments must be listed in the Amendments section of this document, including the date, time and votes of these amendments
- e. The Southern Young Labour Constitution supersedes any other binding document in Southern Young Labour. All Southern Young Labour members are bound to uphold it.

10. YOUNG LABOUR ANNUAL CONFERENCE

a. VOTES

- a. All members from Southern Young Labour that attend Young Labour Annual Conference will get a vote for positions on the Young Labour Executive, amendments towards the Young Labour Constitution, and the annual Young Labour Policy Priorities.
- b. If members in Southern Young Labour are unable to attend Annual Conference, they may give their votes to another member of Southern Young Labour at their own discretion.

b. POSITIONS AND NOMINATIONS

At every Young Labour Conference there will be various positions on the Young Labour Executive available.

- a. Members from Southern Young Labour can nominate themselves for these positions, however they must nominate themselves at a Southern Young Labour meeting 3 or more weeks before the conference.
- b. If a member wants to nominate themselves for a position, they must make this intention clear at a Southern Young Labour meeting before campaigning³ to the wider sector and party.
- c. More than one member in Southern Young Labour can nominate themselves for any given position.
- d. If more than one member in Southern Young Labour nominates themselves for the same position as another, then a vote will be triggered at the meeting where the second candidate announces their intention to run. Before this vote, the candidates will deliver two minutes speeches as to why they are running for this position. The vote will be done by secret ballot or SurveyMonkey. Whoever receives the most votes will become Southern Young Labour's nominee.
- e. The nominee will be the only member from Southern Young Labour that is able to stand for the position with the branch's endorsement and nomination.
- f. In an instance where two candidates seek election for the same office, the candidate without the branch's nomination must make this clear to the conference.
- g. Any candidate that lost the vote, ignores the voting process, and then proceeds to a Local branch meeting or Young Labour Conference, and continues to run as a candidate will be seen as both publicly and seriously defying the constitution and democratic foundations of the branch. This may result in their membership in the branch being called into question. Any candidate that does this should expect to receive no votes in support of them at Young Labour Conference.

c. TRAVELLING AND FINANCIAL ASSISTANCE

- a. Southern Young Labour recognises that not all members are in the financial position to fund their expenses for a Conference. The branch will endeavour to send as many

³ Campaigning in this sense refers to any form of communication stating that the member in question will run for a given position.

candidates to any conference as possible, and to help all to attend such events within reason.

- b. The Chairperson, Vice-Chairperson, and Treasurer can assess the situation of the Branch's finances. If they find that there are sufficient funds available, they may offer a subsidy for one or more members to attend. The subsidy to an individual member will be an amount deemed appropriate by the Southern Young Labour Executive.
- c. The allocation of subsidies will be decided on a case-by-case basis.
- d. If the member(s) are in need of more financial assistance, then the executive shall apply to an LEC for support as necessary. Any funds received from an LEC that exceed the need of the member receiving the subsidy, the remainder will be returned to the LEC or allocated to another needing financial assistance.
- e. If either the Chairperson, Vice-Chairperson, or Treasurer is one of the members requesting financial assistance then they should be removed from the decision-making process and a member elected from the floor shall take their place.

SECTION 2: MEETING PROTOCOLS

1. GENERAL MEETING STRUCTURE

- a. EACH SOUTHERN YOUNG LABOUR MEETING HAS THREE PARTS: WELCOME, AGENDA, CLOSING
 - a. Welcome:
 - i. The "welcome" of the meeting is the official opening of the meeting
 - ii. This is to be completed by the Chairperson and requires no voting by the rest of the attendees
 - iii. In the absence of the Chairperson, the Vice-Chairperson shall preside over the meeting.
 - iv. In the absence of both the Chairperson and the Vice-Chairperson, a Chairperson to preside over the meeting may be elected from the members present.
 - v. The "welcome" must occur at the meeting time agreed on at the last Southern Young Labour Meeting.
 - vi. At this point, all members and invitees should be present and the minutes should be recorded from this point onwards or until the "closing"
 - vii. It shall be deemed that a quorum of at least 5 members is necessary in order for a meeting with official motions to be opened. If the members present number less than quorum, a meeting may take place, however no official motions may be proposed or voted upon.
 - b. Agenda:
 - i. The agenda is the course of the meeting
 - ii. It shall consist of multiple items that are to be discussed by the Chairperson and/or an appropriate party.
 - iii. Reports shall be given by any member holding any of the following portfolios:
 - 1. Women's
 - 2. Polytech
 - 3. Dunedin LEC
 - 4. Taieri LEC
 - 5. Rainbow Representative
 - 6. Social Organiser
 - 7. Hub Representative
 - 8. Treasurer (monthly)

- iv. In the event where a party present wishes to discuss and/or explain an item on the agenda, they may seek to do so only where permission is granted by the Chairperson.
 - v. Following an explanation of an item by the Chairperson or other associated party, an opportunity must be given for members present to speak on the matter.
 - vi. It shall be at the Chairperson's discretion to consider whether matters should be concluded. Following this, the Chairperson can then proceed to the next item on the agenda.
 - vii. The agenda is strictly for organisational matters only, and an matters that are brought up by members that are irrelevant may be deemed out of order by the Chairperson.
 - viii. If the meeting is taking too long, the Chairperson may call for a break at their discretion.
- c. Closing:
- i. The "closing" is the end of the meeting
 - ii. For this to occur, all items on the agenda must be concluded.
 - iii. In instances where items cannot be concluded, it shall be at the Chairperson's discretion to deem appropriate when meetings shall conclude.
 - iv. The Chairperson must put, and parties present at the meeting must vote upon, the closure motion prior to closing.

2. ANNUAL GENERAL MEETING STRUCTURE

- a. The Annual General Meeting of Southern Young Labour shall be held before the end of October and shall be conducted by the representatives for the year to which the Annual report and Balance Sheet apply.
- b. The Chairperson may decide when to call an Annual General Meeting, but must give 2 weeks' notice.
- c. Immediately following the adoption of the Annual Report and Balance Sheet, the representatives elected for the previous year shall resign for the purpose of electing the new office holders.
- d. The following positions shall be vacated in order for the new election to occur:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Social Organiser
 - f. Women's Representative
 - g. Rainbow Representative
 - h. Region 6 Regional Organiser
 - i. Hub Representative
 - j. Taieri Representative
 - k. Dunedin Representative
 - l. Waitaki LEC Representative
 - m. Invercargill LEC Representative
 - n. Southland LEC Representative
- e. The election of the new office holders for the year shall be completed via secret ballot vote. In instances where an outcome may be unclear, a hand vote, or secret ballot vote may be called for.
- f. The test of eligibility to participate as a voting delegate at the Annual General Meeting shall be:

- a. Current financial membership as deemed by a membership list dating 2 weeks exactly before the Annual General Meeting. This is to ensure that all members present and voting at an AGM are current financial members.
- b. The quorum of an Annual General Meeting shall be 5 members.
- c. Should, during a Southern Young Labour term, a member in an elected position within the branch act negligently⁴, then a vote of no confidence may be called.
- d. When a vote of no confidence is called, the member calling it must state valid reasons as to why it is being called.
- e. Following this, a vote will occur. At least 80% of the financial members must be present. If at least 70% of those present vote no confidence in the member, they will be removed from office.
- f. As their position is now vacant, standard voting will then take place to find a suitable replacement.
- g. The branch endorsement for the Young Labour Executive position of Region 6 Regional Organiser shall also be determined at the Annual General Meeting. Until the confirmation of the position, decided at Young Labour Annual Conference, the previous year's Regional Organiser will work with the newly endorsed representative to ensure a smooth transfer of relevant information and material.

3. VOTING PROCESS

- a. Voting must occur when the Chairperson wishes to pass a resolution of to close a meeting.
- b. When a party wishes to propose a motion, this must be done at the suggestion of the Chairperson.
- c. In the first instance, voting shall be completed by voice
 - a. In this instance, the Chairperson must ask “all those in favour say aye” followed by “all those against, please say no” and then recording any abstentions.
 - b. The Chairperson shall acknowledge the outcome of each motion based on their discretion as to whether the “ayes” or the “noes” were the majority. However, when a motion is proposed to modify, remove, or add to the Southern Young Labour Constitution, a 70% vote in favour is required to pass such a motion. 80% of current financial members must also be present.
 - c. Members may challenge the Chairperson's acknowledgement of a vote by requesting a hand vote.
- d. Hand votes may be used when:
 - a. Members seek to challenge a Chairperson's acknowledgement of a vote
 - b. The committee is seeking to vote on the matters of significant importance, as deemed by the Chairperson
 - c. The Chairperson must ask “all those in favour please raise your hand” followed by “all those against please raise your hand” and then recording any abstentions.
 - d. The Chairperson must allow suitable time for members present to cast their votes.
 - e. The Chairperson shall acknowledge the outcome of each motion based on the number of hands raised. Motions are deemed as agreed to when they receive majority support.
- e. If the vote does not need to take place immediately, then a secret ballot vote via SurveyMonkey may be used. Any vote taking place via SurveyMonkey will be deemed open and valid for 3 working days (72 hours). Any votes received after this deadline will not be included.

⁴ Negligently in this context refers to someone grossly underperforming in their position, repeatedly not carrying out assigned tasks, or alternatively uses their position to harm the reputation of Southern Young Labour or a member of the branch.

- f. In an instance where voting cannot be completed by voice nor hand, nor SurveyMonkey, then a secret ballot may be used
 - a. Secret ballot votes should be used sparingly.
 - b. In the first instance, the secretary shall act as returning officer for such votes. Two other Southern Young Labour members selected from the floor must also be present at the counting.
 - c. In the secretary's absence, members present may elect a returning officer from the floor.
- g. The results of votes shall be tabled in the meeting minutes.

4. STANDARD OF CONDUCT

- a. When an organisational meeting occurs, sometimes disorderly or inappropriate behaviour may occur. As a result, it is the Chairperson's responsibility to maintain order given they are chairing the meeting
- b. If the Chairperson feels that during the meeting, attendees are either repetitively mentioning irrelevant topics, disturbing the course of the meeting, interrupting one another, or displaying inappropriate behaviour, the Chairperson may introduce a measure (without requiring voting) that people must raise their hands to speak
- c. The Chairperson has the right to accept and/or ignore an attendee's wish to speak. This shall be deemed at the Chairperson's discretion.
- d. If the Chairperson feels that one attendee in particular is ignoring the meeting protocol by overriding the process of the agenda, ignoring the Chairperson's ability described above, or displaying inappropriate behaviour, the Chairperson can request to speak with the member outside the meeting. At this point the Vice-Chairperson presides over the meeting while the Chairperson speaks to the attendee.
- e. If the attendee still displays unacceptable behaviour, the Chairperson can insist that the attendee leave the meeting.

AMENDMENTS:

APPENDIX:



Job Descriptions

Below is an outline of what different positions within the branch often entail. This is only a guideline of what can be expected, and hopefully you will embark on each task in a way which allows you the freedom to make it your own and in accordance with the branch environment at the time.

Chairperson

- Responsible for organising and chairing regular branch meetings. This includes booking a location, setting a discussion topic and notifying members of meeting details.
- Conducts a planning meeting for all branch members early in the year to allow all members to have input into the strategic direction of the branch, and to allow them the opportunity to recommend any changes to the branch.
- Responsible for holding at least one executive meeting early in the year to work with the executive members to formulate a strategic plan so that they may achieve their objectives.
- Assists executive members in achieving their objectives and ensuring that each executive members contributing to the leadership of the branch. This includes making sure that executive members are fulfilling their delegated tasks.
- Co-ordinates membership drives on the University of Otago and Otago Polytechnic campuses, particularly during Orientation and Re-Orientation.
- Responsible for organising a welcoming event after Orientation.
- Reports back to the branch of the outcomes of executive meetings.
- Co-ordinates relevant branch events throughout the year.
- Represents the branch and liaises with relevant community groups where necessary.
- Represents the branch and liaises with relevant members of the wider party to ensure branch inclusion and support from the party in general.
- Ensures that the branch is involved and active within the wider party, particularly through the local MP, Young Labour, The Labour Electorate Committee (LEC).
- Provides support for new and existing members, including helping them to achieve their objectives within the party and acting as a neutral intermediary in internal disputes.
- Ensures that branch members are involved in the organising of events and delegating tasks where necessary to ensure an inclusive and participatory organisation.

Vice-Chairperson

- Responsible for the general running of the branch where the Chairperson is absent or unable to fulfil their duties.
- Works with the Chairperson to co-ordinate events, membership drives and any other task where necessary.
- Responsible for fulfilling tasks delegated by Chairperson.

Secretary

- Takes minutes of branch and executive meetings.
- Ensures that minutes of meetings are available for viewing by any branch member.
- Calls for agenda items from branch members and informing the Chairperson of these agenda items.
- To inform the Chairperson, and where applicable, other members of any relevant correspondence from the wider party.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.
- Helps out with the social media pages of the branch.
- The secretary is responsible for signing up new members and ensuring they have the correct documentation ensuring they are financial members. The secretary will also maintain regular contact with head office in regards to our membership list.

Treasurer

- Responsible for overseeing the branch bank account.
- Prepares the finances for auditing by the accountant.
- Organises and co-ordinating fundraisers.
- Ensures levies and any other costs associated with branch membership to the wider party are paid in full and on time.
- Forecasts major expenses which may be incurred throughout the year and ensuring that there are sufficient funds available to cover or subsidise these expenses.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Women's' Representative

- May organise informal monthly meetings with female members to build friendship within the branch.
- Raise relevant gender issues at branch meetings in collaboration with the Rainbow officer.
- Be a confidential person for women in branch to talk to.
- Organises events and speakers to make new and current members feel comfortable within the branch.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Social Organiser

- Responsible for co-ordinating branch events and social gatherings.
- To work with the Chairperson to co-ordinate events, member drive and any other tasks where necessary.
- Helps out with the social media pages of the branch.

Rainbow Representative

- May organise informal monthly meetings with rainbow members to build friendship within the branch.
- Raise relevant gender issues at branch meetings in collaboration with the Women's officer.
- Be a confidential person for rainbow members in branch to talk to.
- Organises events and speakers to make new and current members feel comfortable within the branch.
- Representative for Rainbow members of the branch – will deal with the Rainbow Sector and possibly UniQ.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Dunedin LEC Delegates (2)

- Attends appropriate meetings and if unable to attend, informing reserve delegate in advance of their responsibility to attend.
- Informs branch members of upcoming LEC meetings.
- Reporting back to branch on outcomes of LEC meetings.
- Works with ~~President~~ Chairperson to ensure that any LEC events or activities are carried out at branch level.

Taiari LEC Representative

- Responsible for attending the monthly meetings of the Taiari LEC and being a voice for the branch at these meetings.
- Reports back to the Youth Branch about what happens at these meetings.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Waitaki LEC Representative

- Responsible for attending the monthly meetings of the Waitaki LEC and being a voice for the branch at these meetings.
- Reports back to the Youth Branch about what happens at these meetings.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Southland LEC Representative

- Responsible for attending the monthly meetings of the Southland LEC and being a voice for the branch at these meetings.
- Reports back to the Youth Branch about what happens at these meetings.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Invercargill LEC Representative

- Responsible for attending the monthly meetings of the Invercargill LEC and being a voice for the branch at these meetings.
- Reports back to the Youth Branch about what happens at these meetings.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Hub Youth Liaison Officer

- This person attends monthly Hub meetings and liaises to the Youth Branch Chair.
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Polytech Representative

- This role is to ensure that Southern Young Labour is informed and up to date with events on the Polytech campus. The representative should facilitate cooperation and communication between the branch and the Polytech
- Works with the Chairperson to co-ordinate events, membership drives and in any other tasks where necessary.

Immediate Past Chairperson

- Provides guidance and assistance to current Chairperson and other executive members where applicable.

Region 6 Regional Organiser

- Works with Chairperson and relevant branch members to achieve the strategic objectives in the region.
- Informs branch members of upcoming Young Labour executive meetings.
- Takes requests for information that members wish to have passed on to relevant members of the Young Labour executive.
- Reports back to the branch of the outcomes of Young Labour executive meetings.