

## **Rosemary Duff – Secretary – self nomination statement 2019**

I have served as secretary for Norwich Labour Party for the last three years, and would be honoured to be re-elected to this role for the coming year. My activities include:

- Working on behalf of all Norwich CLP members, responding swiftly and impartially to requests and queries
- Liaising with branches, offering support and training. Helping decipher issues relating to this year's boundary changes
- Maintaining a good relationship with Region, and with the national membership and IT teams
- Preparing the weekly email newsletter – collating submissions from EC and others, preparing original content re CLP activities etc, setting it up in Organise
- Responding to membership queries, updating details
- AMM – preparing and printing report packs and other documentation, collating AMM reports from EC and representatives, responsibility for setting up and clearing away after. Working with others on EC to plan meetings and choose speakers. Writing up discussion notes
- EC – preparing and circulating the agenda, in consultation with the President and with input from EC. Attending the monthly EC meeting, printing EC documentation
- Local elections (all-up elections this year) – helping with call for candidates, receiving completed nomination forms, responding to queries, helping run Super Saturday for short listing and selection meetings
- Admin relating to motions, CLP nominations for NEC etc, Conference delegates, National Policy Forum Consultation, Implementing CLP rule changes
- Website updates, Members Information pack, room bookings, phone messages etc
- Complaints and disciplinary matters

Please vote for me – if elected I will continue to work to support a strong, tolerant and inclusive Labour Party in Norwich. In the likely event that this year sees a General Election or a People's Vote / Referendum re Brexit, I will work to help promote party policy.