

**Peterborough Kawartha Federal Green Party
Association Executive Information Package 2019-2020**

Welcome

Thank you for your interest in joining the executive of the Peterborough Kawartha Federal Green Party (GPC) Association (EDA). The next couple of years will be exciting as we prepare for a possible early election if the current minority government dissolves in less than 4 years. We have prepared this information package to help you make a decision about joining the executive for Peterborough Kawartha GPC Electoral District Association (EDA).

We will be electing a new executive for our EDA at the Annual General Meeting this February 2020. We would like to capitalize on the Green Wave that is sweeping Ontario and Canada by inviting you to join us either on the EDA executive in a formal role or as a Member at Large without a specific portfolio.

Electoral District Association

EDAs are the backbone of the organizing team for the GPC around the country. The role of the EDA is to ensure the best possible result for a Green Candidate in our riding....in other words, the EDA's job is to get a Green Party candidate elected in the upcoming election. EDAs do this by fundraising, recruiting a great candidate and providing all the tools necessary to a run successful campaigns. The Green Party of Canada's most successful campaigns to date have all been supported by a strong EDA. Our local electoral district has experienced strong growth and amazing support in the last year and we would like to capitalize on that by building a bigger and stronger association....and we want you to be part of that team.

If you are interested in joining the executive, we ask that you:

- fill out a google form to provide information which will be included in a package provided to the membership in advance of the Annual General Meeting should you decide to let your name stand for one of the positions on the CA executive. The form can be found at <https://forms.gle/EHgMA1uikoQ4NB1GA>
- are a member in good standing of the Green Party of Canada by Jan 11, 2020
- you are not a member of any other federal political party
- follow the Green Party of Canada Members' Code of Conduct
- live within the boundaries of the Peterborough Kawartha electoral district
- are available for the Peterborough Kawartha Federal Green Party Association Annual General Meeting to be held either February 11 or 25 (awaiting confirmation on speaker and room availability at Trent)
- are able to pass a police check (we will provide a volunteer letter to accompany your application)
- able to devote at least 8 hours a month consisting of a minimum of one executive meeting (usually 2 hours on a weekday evening) and other time as required
- check and respond to e-mail from other executive members several times a week
- are able work in a team atmosphere with a diverse and dynamic group of people

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Positions Available and their Responsibilities

Chief Executive Officer *(position must be filled as required by Elections Canada)*

As the CEO of your local EDA for the Green Party of Canada you can expect to commit at least 2 hours weekly to coordinate efforts to raise the profile of the Green Party in your community.

Expectations and qualifications for the position include:

- Demonstrating and exercising strong leadership abilities
- Scheduling meetings
- Consulting and collecting information to help establish direction of party within a local context
- Maintaining regular contact with head office
- Establishing goals and helping committees (or individuals) focus on those goals
- Facilitating the planning of many events and committees including the annual general meeting
- *GVote experience or database aptitude preferred.* Gvote is the Green Party's voter contact database.

Financial Agent *(position must be filled as required by Elections Canada)*

As the Financial Agent, it is necessary to understand the laws that affect political associations and non-profit organizations. Training and support are provided through Elections Canada and the GPC. The FA may work with a volunteer assistant.

Tasks will include:

- Keeping books and have signing authority for all EDA expenses
- Reporting to executive and local members on finances, and to the GPC from time to time
- Understanding policies and laws relating to party finances
- Submitting annual financial report by May 31st of each year to Elections Canada

Secretary

Tasks will include:

- Keeping notes during executive meetings, annual general meetings and nomination meetings, and tracking action items.
- Maintaining records for future executives to use for reference.

Fundraising Chair

Tasks will include:

- Planning fundraising event(s) and campaigns

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- Managing thank you program for donors
- Working with CFO to ensure Elections Ontario regulations are followed
- *GVote experience or database aptitude preferred*
- Working with a team of volunteers.

Membership Chair

Tasks will include:

- Responding to volunteer inquiries and connecting new volunteers to the **Exec** and teams.
- Managing membership recruitment and membership renewals.
- Assisting with candidate recruitment and nomination meeting
- Working with a team of volunteers.
- *GVote experience or database aptitude highly preferred*

Communications/Media Coordinator

Tasks will include:

- Promoting the GPC both internally and into the community.
- Liaising with GPC to distribute provincial messages to local media
- Maintaining (or delegating) website and social media
- Working with a team of volunteers.

Organizing Chair

Tasks will include:

- Leading the volunteer management function of the EDA
- Formulating and maintaining volunteer intake and task assignment routines
- Working with the CEO to respond to conflict and to maintain safe space for volunteers
- Working with a team of volunteers including team coordinators who are not on the exec, such as an events team coordinator, an issue campaign coordinator.

Member-at-Large

The GPC bylaws provide for an unlimited number of members-at-large, though it is best to keep the number to one or two. There is a need for someone to head up the activities involved in putting on events, an “Events Chair”. The Events Chair will have a team of volunteers to help her or him. Also, a member-at-large might manage an issue campaign.

Tasks will include:

- Great for someone who wants to be more active in the local association, but is not ready to take on a specific role. Members at large are expected to attend

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executive meetings and vote on CA decisions, as well as volunteer as available on other executive teams.

- *GVote experience or database aptitude preferred*

If you would like any more information about any of the these positions, please feel free to contact the Peterborough Kawartha GPC via info@ptbogreens.org or directly via Chantelle Gray-Wheeler chantellegw@gmail.com , Sheldon Rooney sheldonrooney@trentu.ca., Gianne Broughton giannehome@gmail.com.

About the Green Party of Canada

Team

The Green Party is made up of people just like you. We're small business owners, teachers, doctors, scientists, parents, nurses, workers and professionals, who think the current political system is broken and simply want to make the world a better place.

Party History

The Green Party of Canada, founded in 1983, is now a major force in Canadian politics. We are a Parliamentary party with two current members. More than one million Canadians voted Green in the 2019 federal election, and three MPs were elected.

Green Party solutions are rational because the Green Party, unlike other parties, understands the scientific reality of limits to growth set by the carrying capacity of our planet. We must work within these limits. Otherwise, we will exhaust resources, degrade our environment and put our economy, health, and children's future at risk. Many people find it hard to position the Green Party on the old political spectrum. We believe in sound fiscal management, fostering small business, and strengthening our economy while ensuring that it is sustainable. Does that mean we are 'right wing'? We believe that government must provide needed social services while protecting our environment and the rights of women, minorities, and disadvantaged people. Does that make us 'left wing'? We don't think so. More and more people are simply thinking of the Green Party as the party of the future.

The Green Party is different from other parties in another important way. We will never place the pursuit of power above principle. We will not allow partisan politics to get in the way of good ideas and needed action.

Useful Links

The constitution of the Green Party of Canada is available publicly at www.greenparty.ca/en/party/documents

A wealth of other resources for EDAs is available at www.greenparty.ca/en/get-organized

The bylaws of the local EDA have been posted on [Ptbogreens.org](http://ptbogreens.org) under the "Green Values" tab, at the following link: <http://ptbogreens.org/wp-content/uploads/2019/12/19.03.30.EDA-Constitution-PKGreen-Party-of-Canada-2019.pdf>

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Approved EDA Executive Code of Conduct

Last updated 11/2018

This Code of Conduct sets out guiding principles and specific practices that establish the framework for ethical conduct expected of all EDA executives and EDA members of the Green Party of Canada (GPC). This Code is founded on a deep respect for the democratic process and recognition of the enduring need for respectful political discussion and debate in Canada.

This code requires a commitment by EDA executive members to:

- Live by and respect the Green Party values of Ecological Wisdom, Social Justice, Participatory Democracy, Non-violence, Sustainability and Respect for Diversity.
- Faithfully conduct my duties and responsibilities to the highest ethical and legal standards and to the best of my ability, maintain and strengthen the trust and confidence of the public in the integrity of the Green Party of Canada.
- The best of my ability, exercise the authorities of my office in a manner that upholds the values, constitution, bylaws, policies, and conflict of interest guidelines of the EDA and the GPC.
- Read, understand and abide by the ethical and legal obligations of this Code of Conduct.

The purpose of the EDA and its executive is to make ethical and socially responsible decisions regarding the achievement of the EDA constitution and the GPC constitution. To achieve this, in addition to the six core Green Values, EDA Executive members and EDA members will be held accountable to the following ethical, procedural and behavioural expectations, in the areas of honesty, respect, professionalism, and responsibility.

As members of the Green Party and/or EDA executive members we agree to commit to the following values and expectations.

HONESTY

1. I will conduct myself in a manner which will maintain and strengthen the trust and confidence of the public in the integrity of the EDA and the Green Party of Canada;
2. Conduct myself with integrity in formal and informal interactions with other members and with the public; and
3. Not intentionally misrepresent the stated purposes, values, or policies of the EDA or the GPC.

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RESPECT

1. I will conduct myself with decorum during political debate (including EDA meetings and discussions), respect legitimate democratic interests of all, and focus upon criticizing policies rather than persons;
2. Not make false, frivolous or vexatious complaints regarding fellow members of the EDA or GPC; and
3. Not intentionally cause harm to any person by engaging in physical, mental, or social abuse, not use insulting, harassing, or otherwise offensive language or behavior.

PROFESSIONALISM

1. I will exercise the powers of my office with due diligence, reasonably and
2. prudently, in the best interests of the EDA and with responsibility
3. to the citizens of Canada;
4. Act with integrity and submit myself to the higher level of scrutiny appropriate to my position as a member of the EDA Executive;
5. Respect and support the EDA Constitution, By-laws, Policies, Code of Conduct, Policy on Conflicts of Interest;
6. Maintain solidarity with fellow EDA executive members in support of decisions that have been made in good faith in a legally constituted meeting;
7. Conduct myself in a spirit of collegiality and respect for the collective decisions of the EDA and subordinate my personal positions to the best interests of the Party and the people of Canada;
8. Keep confidential all so designated information unless the EDA determines that such information is public. This shall include, but not be limited to, information about personnel, campaign plans, membership and donor lists, financial statements, strategic and annual plans, and matters dealt with during in-camera meetings of the EDA;
9. Not commit acts such as slander or mischief; and
10. Not act in a way that would bring the EDA or Green Party of Canada, or its members, in disrepute.

RESPONSIBILITY

1. I will cooperate with the authorized structures and procedures of the EDA and respond in a timely manner when contacted by other executive members, Party staff or officials of Elections Canada.
2. Immediately declare any personal conflict of interest that may come to my attention.
3. Always act to the highest ethical standards and the legitimate interests and benefit of both The EDA party members and Canadian citizens.

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ACCOUNTABILITY

Adherence to this code represents a condition of office for EDA executive members and serious violations or non-compliance regarding this code could result in administrative or disciplinary measures up to and including removal from the EDA Executive.