

# GREEN PARTY OF NOVA SCOTIA



## Job Description

**Job title: Policy Co-Conveners (2, one male / one female)**

**Division/Department: Executive Position, Officer Position**

### **Essential Duties and Responsibilities:**

**The Convener is the advocate for the party and its principles. They oversee, encourage and facilitate the policy development process and are responsible to ensure effective co-ordination and communication with the membership on proposals for policy.**

- Chair the Policy Committee
- Proactively gather and develop policy ideas
- Ensure policies support the principles of the party
- Ensure the membership is updated on all policy proposals, developments and changes
- Ensure effective coordination and communication among the Executive, Policy Committee, and Caucus
- Report to the membership on the steps taken to fulfill responsibilities to ensure effective coordination and communication
- Act as officers on the executive of the party
- Act in the interests of the party as a whole rather than individual or regional ideals

### **Education and/or Work Experience Requirements:**

- Excellent verbal and written communication skills, including ability to effectively communicate with party members
- Familiar with the role of policy in a political party
- Ability to lead a group through consensus-based decision making processes
- Computer proficiency
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- High school diploma or GED preferred
- A party member in good standing

### **Other Requirements:**

- Must be able to communicate effectively
- Friendly and cordial.
- Able to problem solve
- Excellent organization skills
- Able to collect data and information, analyze and translate information into useful knowledge and then communicate this knowledge
- Able to prioritize and suggest party action
- Able to exercise good judgement