

The Leader of the Ontario Libertarian Party is a member in good standing who is duly elected by the Party's membership. She or he is accountable to the members of the Party, and to the Executive Committee between elections.

The Party Leader acts as the official representative of the Party to the electorate, media and other public and private entities. The Party Leader is responsible for managing the Party's relationship with the general public. Leader takes a leading role in developing and communicating Party policy, especially election platforms. Leader is also the public face of the Party and the principal media contact.

Party Leader is responsible to lead the Party to win hearts and minds of Ontario electorate and Party members.

Responsibilities:

- Represent the Party by communicating its policies, principles, and platform to members, voters, entities, and the media. As the principal spokesperson for the Party, the Leader shall participate in, but not be limited to the following: interviews, press releases, provincial tours, and political debates.
- Develop and update the Party platform.
- Actively promote party name and ideas
- Attend Meeting as a member of the Executive Committee and report on accomplishments
- Travel across Ontario to meet and share the Party's message with members and Ontarians.
- Run fundraising campaigns
- Promote and attend fundraising and other Party events.
- Raise the Party's profile among voters
- Connect and engage with special interest groups sharing libertarian views to recruit new members

The Deputy Leader will take on the role of the leader if the current leader is, for some reason, unable to perform their role as leader.

Responsibilities:

- Assist Leader with representing the Party by communicating its policies, principles, and platform to members, voters, entities, and the media
- Attend Meeting as a member of the Executive Committee and report on accomplishments
- Assist to develop and update the Party platform.
- Participate as a member of the Executive Committee
- Find, identify and engage special interest groups sharing libertarian views
- Assist Constituency Associations and the Campaign Director in recruiting exceptional candidates
- Connect and communicate with Party members to share ideas and political directions
- Identify and attend public meetings, protests and rallies with or without Leader
- Actively promote party name and ideas

The role of the Chairman is to build and maintain sound party structure with engaged members. It is Chairman's job to run executive meetings and keep order within the party. Chairman is a lead for all internal party affairs managing any and all business aspects related to the party structure. Chairman is the interface between the Party and any government agency. Chairman takes partial responsibility for the safekeeping of party funds. Order and stability of the Party is the prime objective of the Chairman.

Responsibilities:

- Lead Executive Committee
- Plan and run meetings in accordance with the Party's governing documents
- Manage Party structure and organization
- Facilitate change and solve conflicts within the EC
- Communicate with Ethics Committee on any ongoing matters
- Facilitate filling available positions within the Executive Committee
- Liaise with the Leader to oversee Party's affairs.
- **Directly manage members of the EC as required.**
- Support and supervise staff
- Represent the Party to the Elections Ontario and other government bodies
- Oversee implementations of the Party Executive Committee Decisions
- Consult with the Party CFO on budget to support party initiatives and development
- Approve or deny special permissions and rights for Party Members at different levels of access to party information.
- Manage party information security policies
- Prepare and safeguard Executive Committee transition package with all access to information and security credentials
- Share responsibility with Vice Chair to define and implement IT and security solutions

The Vice Chair is a member of the executive committee, designated as the immediate subordinate to the chairman and serves as chairman in the chairman's absence.

Responsibilities:

- Contact, direct, help to establish or dissolve Constituency Associations
- Manage relationship with Constituency Associations
- Oversee and report on Party Membership Status
- Identify actions required to maintain current membership
- Identify actions to increase membership
- Identify actions to work with abandoned members
- Identify tasks needed to be completed within party
- Work with Secretary to source volunteers to complete internal tasks
- Work with Leader or Deputy Leader to identify volunteers to work on external tasks
- Share responsibility with Vice Chair to define and implement IT and security solutions

The Campaign Director is a member of the executive committee who is a driving force for any elections provincial or internal. Campaign Director is manages all aspects related to an election.

Responsibilities:

- Run the election
 - Manage elections marketing campaigns
 - Fill candidates positions
 - Manage candidates relationship
 - Maintain candidates records
 - Manage elections marketing campaigns
 - Engage Members at Large and Volunteers to support election
 - Obtain and manage elections budget
- Liaise with IT to enhance party communications

The Secretary is a member of the executive committee responsible for internal and external communications, working with Leader and Chairman.

Responsibilities:

- Manage all aspects of communications on Social Media
- Implement communications strategies
- Maintain communication media relations and access
- Post and send communication notices and releases
- Communicate with Party members and general public supporting Leader and Chairman
- Set meetings and communicate agenda to Recording Secretary
- Liaise with IT to enhance party communications

The Recording Secretary is a member of the executive committee responsible for documenting meetings agenda, minutes and internal and external communications, working with Secretary, Leader and Chairman.

Responsibilities:

- Document Agenda and Minutes of the Meetings
- Document rules, decisions, policies
- Maintain all records
- Communicate with IT Support and keep record of IT infrastructure and access
- Liaise with IT to organize safekeeping of all party records

The Member at Large is a member of the executive committee who can fill any shoes of the executive committee if required and engages volunteers.

Responsibilities:

- Communicate with party members regarding membership status
- Lead volunteers to complete specific tasks
- Assist Campaign Director in preparations and during elections
- Take on specific tasks no other Executive Committee member can help with

Currently any member of Executive Committee can volunteer to answer Party Phone line and talk on behalf of the party, make calls to Party Members, reply to external SMS communication and voice messages.