YSD - New Volunteer Guide 2024

Congratulations!

Welcome to the Team! Whether you've been elected as a Regional Representative or joined our expanding Media Team the following guide aims to support you in your new role, cover key responsibilities, answer common questions and introduce you to the resources and software we expect you to use in your role.

If you have any further questions or suggestions for improving this document please contact a member of the YSD Executive Team (Chair, Deputy, or Secretary). This document will be under review and continuous improvement.

Acronym & Terminology Buster

In the YSD (and the SDP) we make use of a lot of acronyms, from NCC to RCC, to BaseCamp to NationBuilder. Here we'll break some of them for you:

Party Terminology

- **SDP: Social Democratic Party** - Our Political Party.
- **NCC: National Coordinating Committee** - The NCC is comprised of the Leader, Party Chair, Party Secretary, Party Treasurer and the Regional and YSD Chairs. This is the Party's highest body, voting on and debating key decisions.
- **RCC: Regional Coordinating Committee** - The RCC is usually comprised of a Regional Chair, Regional Secretary, Regional Treasurer, any number of local coordinators and the Regional Representative of the YSD.
- **YSD: Young Social Democrats** - Our Party's Youth Wing and a 'region' of the SDP comprising all members under 30.
- **AGM: Annual General Meeting** - AGMs are held cross-party, at national and regional levels annually. Members are encouraged to propose party policy to their region, and those with supporting signatures of their regional members can be voted upon during the AGM. If successful, they can be brought forward to the NCC or Conference for further debate and potentially accepted as Party Policy.
- **Party Conference** - The 'Conference' usually takes place annually in October, as is the traditional time for SDP and most Party conferences. During the Conference, members and external speakers have the opportunity to debate, talk about policy and current affairs. Several 'Policy Motions' (those brought forward from AGMs) will also be voted on at the Conference by members present.

- **PS: Policy Secretariat** - The PS is a group comprised of the Party's Head of Policy, the PS Chair, SDP and YSD members with policy interests and expertise. The PS exists to support the Head of Policy in writing the details of Policies and Policy Areas, in the form of Policy Subcommittees.
- **PGB: Policy Governing Board** - This is comprised of the Party Leader, Party Chairman and the Head of Policy and exists to lead the direction of the Policy Secretariat by deciding on Policy Areas that should be explored.

Software

- **BaseCamp** - BaseCamp is available to all Party volunteers with an @sdp.co.uk email address. It is the Party's 'internal file sharing system', like Google Drive, One Drive or iCloud. But it also has some useful features such as a forum for specific questions, a chatroom for discussion with other volunteers, task-managing/to-do lists and other integrations.
- **Discord** - Discord is an instant messaging and VoIP social platform which allows communication through voice calls, video calls, text messaging, and media and files. We have set up a YSD 'Server' where members can chat and call, with separate 'channels' for specific topics: general chat, policy, off-topic etc.
- **Google Meets** - Google Meets is a free video communication service that can be used by anyone with a Google account (Google email), with no time limit on calls and easily integrated with Gmail and Google Calendar. It allows easy scheduling of meetings with no fuss.
- **OneMail** - OneMail is an email provider and multi-email management service. @sdp.org.uk emails are hosted by OneMail. It also provides tools for creating contacts, contact groups and a calendar, all very useful for our Regional Volunteers.
- **Mailchimp** - Mailchimp is a marketing automation and email marketing platform, the YSD and SDP use it for emailing the membership in our Newsletters. The basic software is free to use, while subscriptions enable further integration and access to automation, scheduling and other tools.
- **NationBuilder** - NationBuilder is a web-based campaign management software that provides services for tracking membership, demographics and donations. Emailing lists for the SDP, regions and YSD are provided through NationBuilder.
- **Zoom** - Zoom is a communications platform that allows users to connect with video, audio, phone, and chat. Zoom is free to use but comes with a 40-minute time limit on calls - this can be avoided by providing a second meeting link for the next call if you're aware you may need more than 40 minutes!

Responsibilities

All responsibilities include:
- The ability to attend and/or host all or the majority of required meetings (NCC, RCC, YSD).
- Commitment to the role and resignation if you feel you are not able to fulfil your role to a satisfactory degree.

For a further breakdown of specific roles, please check out the document linked here: YSD Responsibilities 2023.