

About SPSC: Purpose

By channelling public opposition to the Zionist settler colonial project, we work to build effective solidarity with the Palestinian people as an extension to their struggle for freedom against Israel's programme of apartheid, ethnic cleansing, occupation and genocide in Palestine.

Aims

To campaign:

1. for Palestinian freedom, equality and justice, their inalienable right to self-determination, and for:
 - a. a complete withdrawal of all Israeli military and paramilitary forces from the areas occupied by Israel in 1967
 - b. the right of all Palestinian refugees ethnically cleansed from their homes, and their descendants, to return to their homes or the areas from which they were driven, in line with UN Resolution 194
 - c. an end to the Zionist project of ethnic cleansing of Palestinians
 - d. equal rights for Palestinians living in Israel
2. against the complicity of our governments, institutions and corporations in Israel's violations of Palestinian rights
3. and organise from the grassroots, mobilising the power of Scottish civil society into collective action for solidarity over charity

NEC

The NEC will manage the affairs of SPSC between successive AGMs.

Rights:

- 1) The NEC is responsible for shaping strategy, goals and objectives as directed by AGM/EGM agreed policies, and for executing their implementation on a day-to-day basis.
- 2) A meeting of the NEC may, by a vote of a two thirds majority of its members present, create further Officer roles as required and fill any unfilled posts or vacancies which arise during the year until the next AGM.
- 3) A meeting of the NEC may, by a vote of a two thirds majority of its members present, create or close working/campaign groups as deemed necessary.
- 4) The NEC may, by a vote of a two thirds majority of its members present, recognise, or withdraw recognition, from any branch or membership from any individual, deemed to have acted in a manner incompatible with the Purpose, Aims, Constitution, Solidarity Agreement or Code of Conduct, or otherwise to have acted in a way likely to bring the SPSC into disrepute.
- 5) The NEC may, by a vote of a two thirds majority of its members present, reject affiliations from organisations whose purpose, aims or actions are deemed to be incompatible with SPSC Purpose, Aims, Constitution, Solidarity Agreement or Code of Conduct.

Responsibilities:

- 1) The NEC is responsible for adhering to the Confidentiality Agreement.
- 2) All members of the NEC are accountable to the membership and are required to give reports on their activities to meetings of the NEC.
- 3) NEC members are required to operate as a team independent of branch allegiance with a shared national vision and focus on achieving the overall Purpose, Aims and agreed long-term objectives.
- 4) NEC members must abide by democratic decisions and take collective responsibility and be accountable for such decisions.
- 5) A report on SPSC finances listing as a minimum - year to date income, expenditure, liability and cash in bank will be presented to meetings of the NEC at least quarterly.
- 6) The NEC shall be responsible for creating and maintaining up to date policies and procedures as deemed necessary, including the Appendices to the constitution whose specifications and changes must be placed before an AGM/EGM for approval.

Duties of NEC members:

- 1) All members of the NEC shall have a national perspective and take collective responsibility for implementing national AGM decisions and for taking forward agreed campaign priorities and strategies.
- 2) The NEC shall develop and nurture SPSC links with other organisations nationally and internationally to further SPSC Purpose and Aims.
- 3) The NEC is tasked with ensuring SPSC electronic communication channels are kept up to date and used effectively to further aims and campaign objectives.
- 4) The NEC shall take responsibility for developing and supporting new and existing branches to further SPSC aims and campaign priorities.
- 5) The NEC shall take responsibility for growing SPSC membership to further SPSC aims and campaign priorities.
- 6) NEC members shall commit to attending and participating in conference calls and face-to-face meetings. A member who misses two consecutive scheduled meetings of the NEC without offering their apologies will be deemed to have withdrawn from the committee.
- 7) Between meetings of the NEC, Committee members will liaise electronically on day to day running of the campaign, and in exceptional circumstances may make emergency decisions as necessary, this must be reported to the NEC for scrutiny at the next NEC meeting.
- 8) Members of the NEC must be available to contribute to such decision-making discussions. To ensure action is not delayed, any emergency decision must be supported by the Co-Convenors and Secretary and a consensus of support for the proposal reached with NEC members.
- 9) SPSC recognises that members have commitments that may sometimes prevent attendance at meetings; however, this should not preclude contributing to important decision-making discussions electronically.

10) If other commitments prevent an NEC member participating fully then the committee can invite another person to fulfil the required role for an interim period until the post holder can return to campaigning work or until the next AGM.

NEC Roles

Organisation and Oversight

- Co-Convenor x2
- Secretary
- Treasurer
- Fundraising Organiser
- Volunteer Training Organiser
- Branch Support Organiser

Communications

- Press Engagement Organiser
- Social Media Organiser
- Materials and Resources Organiser

Political Education and Development

- Podcast Organiser
- Political Officer

Membership and Community Outreach

- Trade Union Organiser
- Membership Recruitment and Retention Organiser

Campaigns

- No One Left Behind Organiser
- Barclays Bank Campaign Organiser
- Retail Boycott Organiser
- Armed Forces Campaign Organiser
- Stop the JNF Organiser
- AFZ Organiser
- Time to Divest Organiser
- Cultural and Sports Boycott Organiser
- Energy Apartheid Organiser

NEC Role Specification

The NEC is an **executive body**, as its responsibility is not only deliberative – to discuss, debate, and take decisions – but, critically, to implement decisions with speed and authority to put plans into action. Each NEC member has a responsibility to ensure that the NEC acts as an executive body.

All NEC members are volunteers and therefore must manage their time and respond to other personal and work responsibilities. This means we must be flexible and ask that NEC members be proactive in updating the NEC when they are unavailable or need support.

Regardless of role, all members of the NEC will:

- Provide leadership and motivation to all SPSC members and volunteers
- Collaborate and coordinate their activities with other organisers on the NEC
- Attend NEC meetings and use internal collaboration software to store files and contribute to decision-making, discussions
- Regularly report and bring key decisions to the NEC
- Participate in making key SPSC decisions as a collective
- Where appropriate, build teams – recruit, train and support volunteers - to work collectively for the agreed objectives of the working group
- Take responsibility for the management of relevant WhatsApp/Signal group, making sure that working groups are comprised of current SPSC members
- Commit to SPSC's purpose, aims, policies and objectives
- Adhere to the [SPSC Code of Conduct](#)

Please read more about the rights, responsibilities, and duties of all NEC members [here](#).

Experience, skills and requirements for NEC roles

In addition to the following, certain technical skills or experience may be beneficial for specific roles. Training, guidance, and support will be provided.

- Interpersonal and relationship-building skills to build and maintain relationships with NEC organisers, key contacts in branches, campaign, working groups and external partners and contacts
- Verbal communication skills, confident at public speaking
- Written communication skills, experience of writing for a range of audiences
- Organising, analytical and strategic skills with experience of developing political strategies as part of campaign planning, monitoring and evaluation
- Critical evaluation of SPSC activities and events to improve what we do
- Driving and supporting collaborative working and decision making
- Managing conflict, resolving disagreements, and building consensus
- Preparing for and chairing meetings

- Admin, including use of office software and databases
- Reporting and decision-making

Co-Convenor

You will be responsible for:

- Overseeing the work of SPSC nationally with the widest view of what the organisation is doing and where it is going, ensuring maximum coordination and collaboration
- Taking the lead on strategic planning, target setting and guidance toward agreed goals, delegating tasks when needed
- Working with the NEC to make us more agile in making and executing decisions
- Taking the lead to critically evaluate the organisation's activities and approach to learn lessons for future organising
- Supporting each NEC member to carry out their responsibilities, respond to opportunities, and challenges
- Oversight of the work of NEC members, ensuring agreed actions are being carried out
- Ensuring the democratic structures of SPSC are in place and strengthened, including the NEC, branches, Branch Forum and working groups
- Building relationships and leading discussions with other organisations
- Working with the Secretary to take the lead on matters relating to welfare, complaints, safeguarding, and managing any disruption or conflict
- Developing a culture of leadership, mutual support, teambuilding, responsiveness and strategic thinking on the NEC and across SPSC
- Supporting the Secretary to prepare agenda and chairing of meetings

Secretary

You will be responsible for:

- Being the first point of contact for SPSC and directing communications to the right person
- Highlighting any important correspondence that require an NEC decision or action
- Notifying and reminding NEC details of upcoming meetings
- Working with the Co-Conveners to prepare agendas for meetings
- Taking minutes in meetings and ensuring minutes are taken in absence
- Keeping files and sharing past minutes and reports of meetings
- Working with Co-Conveners to set up new systems to allow the NEC to be more efficient
- Maintaining internal systems and working with relevant NEC organiser to ensure files and folders are up to date
- Working with the Co-Conveners on matters relating to welfare, complaints, safeguarding, and managing any disruption or conflict

Treasurer

You will be responsible for:

- Providing the NEC with a monthly balance and a quarterly income and expenditure report
- Leading in the creation of systems and processes for NEC, branches and working groups on fundraising, payment and collection of donations, and membership
- Tracking and reporting of the purchase, distribution and donations from merchandise
- Working with the Fundraising Organiser to track and make recommendations for SPSC fundraising priorities
- Regularly liaise with branch treasurers and oversight of branch finances, including fundraising, reporting, and use of payment systems
- Overseeing the budget and financing of SPSC activities, campaigns and events
- Reimbursement of expenses and payment of bills

Fundraising Organiser

You will be responsible for:

- Ensuring the NEC, branches, campaign and working groups prioritise fundraising as part of day to day organising work
- Developing a fundraising strategy for 2026-27
- Plan, coordinate and organise branch and Scottish-wide fundraising events and activities
- Recruit, train, and support volunteers and community groups to run fundraising initiatives
- Providing the NEC with a monthly report including balance, sources of funds and fundraising activities
- Track and correspond with donors and fundraiser organisers as appropriate
- Working with the Treasurer to track and make recommendations for SPSC fundraising priorities
- Working with the Treasurer in the creation of systems and processes for NEC, branches and working groups on fundraising, payment and collection of donations, and membership
- Working with the Treasurer to track and report the purchase, distribution and donations from merchandise
- Regularly liaise with branch, campaign and working group fundraising contacts
- Using the CRM system to update with donor and fundraising information

Volunteer Training Organiser

You will be responsible for:

- Organising and coordinating the delivery of induction sessions for new volunteers, introducing new volunteers to the SPSC's purpose, objectives and approach to solidarity
- Developing and coordinating the delivery of practical training for specific tasks
- Ensuring all volunteers are SPSC members and are aware of SPSC Code of Conduct and data protection
- Managing the *Volunteers Needed* page on the website
- Working with Co-Convenors, other NEC members, branches and working groups to understand volunteer training needs and collate/develop necessary resources
- Working with Co-Convenors, other NEC members, branches and working groups to ensure the volunteer work is aligned with SPSC's purpose, objectives, approach to solidarity and policies
- Ensuring best practice is developed and shared through a culture and practice of critical evaluation of SPSC events and activities

Branch Support Organiser

You will be responsible for:

- Having an overview of strengths and weaknesses of each branch
- Ensuring all branches are organised, with functioning branch committees, and are working collaboratively and have representation on the Branch Forum, campaign and other SPSC working groups
- Ensuring all branches are aware of their rights and responsibilities by being an SPSC branch
- Working with Co-Convenors and other NEC members to ensure branches are aligned with SPSC's purpose, objectives, approach to solidarity and policies
- Working with Co-Convenors, other NEC members, branches and working groups to understand and address branch needs
- Working with branches to ensure access and updates are made on the SPSC website
- Working with branches to ensure the SPSC database is updated with contacts and membership
- Working with Co-Convenors to the effective functioning of the Branch Forum

Membership Recruitment and Retention Organiser

You will be responsible for:

- Developing processes for the recruitment and retention of members
- Plan and create materials and graphics for regular promotion of membership
- Ensuring NEC members, branches and working groups prioritise the recruitment and retention of members as part of their activities
- Working with Co-Convenors, other NEC members, branches and working groups to ensure we are always open to members getting more involved in organising
- Managing and updating the membership database
- Working with branch membership secretaries to recruit and retain members
- Providing a monthly membership report to the NEC

Press Engagement Organiser

You will be responsible for:

- Taking the lead on SPSC press releases, highlighting where SPSC can be proactive promoting campaign objectives
- Working with Co-Convenors, other NEC members, branches and working groups to ensure press releases, messaging and engagement is consistent across SPSC
- Working with Co-Convenors, other NEC members, branches and working groups to ensure press releases are uploaded to the website
- Working with Co-Convenors and other NEC members to ensure SPSC is responding quickly and appropriately to events and press requests
- Manage and update press contacts

Social Media Organiser

You will be responsible for:

- Developing and coordinating the delivery of a social media strategy aligned with campaign priorities and objectives
- Overseeing SPSC social media presence, ensuring alignment with SPSC's purpose, objectives, approach to solidarity and policies
- Supporting Co-Convenors, other NEC members, branches and working groups to use social media effectively with agreed processes on how and when to post
- Developing, coordinating and overseeing processes and training on use of social media

Materials and Resources Organiser

You will be responsible for:

- Managing an inventory of all SPSC printed materials and resources
- Managing and coordinating the printing, storage and distribution of printed materials
- Developing, coordinating and overseeing processes for the use, storage and maintenance of resources
- Working with Co-Convenors, other NEC members, branches and working groups to identify needs
- Highlighting any associated costs with replenishing materials and resources

Podcast Organiser

You will be responsible for:

- Developing and coordinating a programme of SPSC podcasts
- Working with Co-Convenors, other NEC members, branches and working groups to identify key topics to cover, and to identify potential interviewees
- Working with Co-Convenors, other NEC members, branches and working groups to identify opportunities to promote priority campaigns and participants
- Making sure podcasts are integrated into and promoted on SPSC website, social media and other platforms

Political Officer

You will be responsible for:

- Ensuring the NEC is quick to respond to emerging news and developments that impact SPSC
- Leading the development of political positions and statements
- Working with other NEC members to effectively communicate SPSC positions through various channels and formats
- Coordinating and contributing to the production of materials and content as needed

Trade Union Organiser

You will be responsible for:

- Developing and maintaining relationships with trade unions and their members, trades councils, and workers across Scotland to move and support them to take meaningful actions
- Securing branch and national affiliations, to support SPSC initiatives and actions
- Promoting joint trade union and worker organising with wider community and solidarity work
- Working with Co-Convenors, other NEC members, branches and working groups to ensure campaign activities reach and support workers to take solidarity actions

Campaign Organiser

You will be responsible for:

- Developing, monitoring and coordinating a national strategic plan for the campaign
- Creating campaign materials and resources based on agreed objectives
- Working with Co-Convenors, other NEC members, branches and working groups to coordinate campaign activities that are consistent across Scotland aligned with strategic plan and agreed objectives
- Working with Co-Convenors, other NEC members, branches and working groups to encourage members to get involved, volunteer and help to build the campaign
- Critically evaluating campaign activities to assess effectiveness and what can be improved for future initiatives
- Working with other NEC members to coordinate and agree campaign priorities throughout the year
- Working with the Treasurer and Fundraising Organiser to agree costs and incorporate fundraising as part of campaign work
- Working with other NEC members to coordinate communications, social media and the production, storage and distribution of materials