

The Board meets five times a year, typically following the below pattern but it is subject to change:

- **June**
- **September**
- **November** at the Local Election Campaign Academy (LECA)
- **January**
- **Feb/March**

The meetings are currently held in the early evening at CCHQ, London, with hybrid meeting options available. Informal Board “catch-ups” may take place in the months when a formal Board meeting is not scheduled usually held online via MS Teams.

The CCA Board operates a committee system. Committees meet between Board meetings and are supported by a member of CCA staff. There are currently three committees that members sit on:

Growing our Member Value – Strengthens member value through better engagement, modern communications, improved events, greater service awareness, and membership development.

Campaigning and Elections – Coordinates CCA campaigning and mutual aid nationwide, while administering campaigning grants and the By-election Grant Scheme.

Finance, Resources and Audit Committee – This committee manages financial oversight for the CCA, reviews key policies, and supports long-term financial planning.

Whilst not compulsory, there is a general expectation that Board Members will attend major events such as Party Conference, the Local Election Campaign Academy, and the CCA Conference. When attending, Board Members may be asked to support CCA activities where their knowledge and experience are relevant. Additional responsibilities may arise throughout the year, depending on each Board Member’s experience. These can include:

- A couple of hours talking to members on the CCA stand at Party Conference
- Speaking at/chairing CCA fringe events at Party Conference
- Speaking at/chairing sessions throughout the year including LECA and CCA Conference
- Networking with sponsors and Ministers at the CCA Conference
- Giving feedback on campaign grant applications
- Providing mentor support to Bursary Holders
- Contributing to the CCA publications
- Assisting with member enquiries
- Phoning a few group leaders where membership uptake is low
- Providing guidance to a Conservative group that is experiencing difficulties

In terms of remuneration, there is a Board Member expenses policy. However, costs for events such as Party Conference, Local Election Campaign Academy, or the CCA Conference are not covered, as CCA Members are generally expected to attend these regardless of Board membership. Ad hoc requests to represent the CCA at events or meetings can be reimbursed but must be approved in advance.

The Chairman, Deputy Chairman and Honorary Treasurer have extra responsibilities throughout the year. For further information, please email cca@conservatives.com.