

## MEMBER ROLE ACCOUNTABILITY STATEMENT

<b>Role Title: Vice-Chairman of the Council</b>
<b>Responsible to: The Council</b>
<b>Contact with: Residents, Members (including the Leader of Council, the Cabinet and Group Leaders), Officers, media, external organisations and representatives, Members of Parliament and the community.</b>
<b>Purpose of role: To deputise for the Chairman of the Council. In conjunction with the Chairman of the Council, to promote the Council and its work.</b>
<p><b>Principal Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Represent the Council as Vice-Chairman of the Council on a non-political basis and assist the Chairman of the Council in the role as the Epping Forest District's first citizen to maintain the civic standing of the Authority and to represent and promote the Council within the community.</li> <li>2. Attendance at appropriate civic functions as well as community events to fulfil the role of Vice-Chairman.</li> <li>3. Act as non-political chair of meetings of the Council (in the absence of the Chairman) to ensure that order is preserved and that matters are considered effectively.</li> <li>4. Maintain, develop and build upon good relationships between political and managerial processes to maximise the benefit gained by the community.</li> <li>5. Provide a point of contact with the community (in the absence of the Chairman) on civic matters to ensure appropriate information is provided on Council activity.</li> <li>6. To support and deputise for the Chairman of the Council in providing a link between the Council's civic functions and the Chief Executive/Head of Paid Service, the Cabinet and the Leader of the Council with particular emphasis on the feedback of views of the community as raised through the conduct of civic functions.</li> </ol>

**Note: This Role Accountability Statement is issued as a guide to the duties of this position. It may be varied from time to time to meet new working requirements.**

**Leadership Skills**

- None specific.

**Chairing Skills**

- Achievement of a working knowledge of procedures for debates at Council meetings.

**Team Working and Relationship Building**

- Ability to inspire confidence of all groups in the impartiality of the Chairman.

**Communication Skills**

- Developed public speaking skills.

**Organisation Skills**

Personal Effectiveness.

Developed skills in managing debates in Council meetings to allow all opinions to be expressed and to deliver decisions.

**Other Skills and Abilities**

None specific.

**Knowledge**

1. The rules for debate at Council meetings.
2. Protocols regarding the Chairman as first citizen of the District, precedence and the non-political nature of the position.

**Date:**