

MEMBER ROLE ACCOUNTABILITY STATEMENT

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

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.

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.

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.

Date: