

## **Chief Commoner – Job Description**

The Chief Commoner is elected by the Court of Common Council in October each year, taking office for a period commencing and ending on the date of the first Court of Common Council after the wardmotes each year. As such, the title is unique amongst the Commoners in that it is bestowed by the Court and serves to recognise the distinguished contribution the office holder is likely to have made to the City Corporation over a period of years.

### **Appointment:**

- Elected by the Court of Common Council for one year.

### **Overall Responsibilities:**

- The foremost representative of the Commoners in the Court of Common Council with regards to their rights, requirements and privileges, responsible for championing the interests of Common Councilmen on such matters.
- Chairmanship of Sub Committees and Working Parties responsible for the provision of City Corporation hospitality and consideration of the Commoners' privileges and related issues.

### **Main Tasks and Responsibilities:-**

- To act as the foremost representative of Commoners in the Court of Common Council with regard to their rights, their requirements for the efficient conduct of the City Corporation business, and their privileges, and to be responsible for championing the interests of Common Councilmen on such matters.
- To counsel Common Councilmen, as required, with a view to resolving minor problems and in relation to their rights, requirements and privileges.
- To attend any City Corporation Committee meeting and have the ability to speak at such meetings.
- To participate, jointly with the Chairman of the Policy & Resources Committee, in agreeing arrangements for private Member meetings.
- To chair all Sub-Committees and Working Parties of the Policy & Resources Committee that are responsible for, the provision of City Corporation

hospitality consideration of Members' privileges consideration of Members' facilities (excluding Guildhall Club where that is within the locus of the House Committee of Guildhall Club).

- To chair the Member Development Steering Group.
- To act as Deputy Chairman for all Reception Committees.
- To be an ex-officio Member of the Policy & Resources Committee.
- To support the Lord Mayor and the civic team on behalf of Common Councilmen.

## Chief Commoner – Person Specification

Essential	Expected
<p><b>Candidates must meet the following criteria:</b></p> <ul style="list-style-type: none"> <li>• an elected Member of the Court of Common Council</li> <li>• nominated for election, in writing, by at least 10 other Members of the Court of Common Council</li> <li>• cannot at the same time sit as Chairman of a City of London Corporation committee</li> <li>• cannot have served in the Office of Chief Commoner previously</li> </ul> <p><b>Personal Requirements:</b></p> <ul style="list-style-type: none"> <li>• a senior, experienced Member of the Court who is likely to have previously chaired one or more City of London Corporation committee and who enjoys the confidence and respect of fellow Members</li> <li>• an awareness and appreciation of protocols and procedures affecting the City of London Corporation</li> <li>• knowledge/understanding of the principal issues facing the City of London Corporation</li> <li>• personal and professional integrity</li> <li>• public speaking ability</li> <li>• ability to articulate and demonstrate support for the aims, values and responsibilities of the City of London Corporation</li> </ul>	<ul style="list-style-type: none"> <li>• The ability and level of respect required to represent and champion the rights, needs and privileges of the Commoners within the Court of Common Council</li> <li>• to take a lead in relation to matters of hospitality</li> <li>• to take a lead in the consideration of Members' requirements for the efficient conduct of City Corporation business</li> <li>• to take a lead in relation to scrutiny of the training and development opportunities offered to Members</li> <li>• the inter-personal and diplomatic skills required to represent positively the aims, values and responsibilities of the City of London Corporation both internally and externally</li> <li>• there is a time commitment to undertaking the Office of Chief Commoner which equates to approximately 3-4 days per working week together with a number of evening functions which average 2 per week.</li> </ul>