

Chairmen of Committees – Job Description

Appointment:

- Annually elected by the Members of the Committee.

Overall Responsibilities

- To provide leadership for, and represent the views of, the Committee.

Main Tasks and Responsibilities:

- To chair Committee and appropriate Sub Committee and Working Party Meetings.
- To lead the Committee in the development of services within the overall policy of the Corporation.
- To determine all questions of order at meetings of the Committee.
- To sign the minutes of proceedings of the previous meeting when approved as a correct record.
- To invoke a second or casting vote in the case of an equality of votes.
- To have power, after consultation with the Deputy Chairman, to:-
 - Convene an additional meeting of the Committee;
 - Vary the date and/or place of a scheduled meeting;
 - Cancel a meeting if, in his/her opinion, there is insufficient business to warrant the holding of such a meeting or for other reasons.
- To represent the Committee at meetings of the Court of Common Council.
- To answer questions submitted by Members at meetings of the Court of Common Council in relation to the work and responsibilities of the Committee.

- To preside at Committee hospitality events (eg. annual luncheon, dinner, visits/inspections).
- To act as spokesman on behalf of the Committee.
- To provide comments, together with the Deputy Chairman of the relevant Committee, to the Town Clerk as part of the process whereby decisions may be taken by the Town Clerk under delegated and/or urgency powers.

Chairmen of the Committees – Person Specification

Essential	Expected
<p>Candidates must meet the following criteria:-</p> <ul style="list-style-type: none"> • an elected Member of the Court of Common Council • a full (ie. not ex officio or added) Member of the Committee • service on the Committee in the year preceding election to the Chair • cannot at the same time be Chairman of another Corporation committee (other than Gresham (City Side), Guildhall Improvement Committee) • cannot be resident of, or tenant in, property under the control of the Committee • subject to annual re-election by the Committee, the term of service of Chairmen is limited as follows:- Policy & Resources – 5 years Finance – 5 years Police – 4 years Other committees – 3 years <p>Personal requirements:-</p> <ul style="list-style-type: none"> • an appropriately experienced Member of the Court • knowledge of the Corporation and its procedures • knowledge/understanding of the principal issues facing the Committee and its role within the Corporation • personal and professional integrity • public speaking ability • adept and confident in handling the media • ability to lead a team of Members 	<p>A willingness and ability to develop a close knowledge and understanding of the role and responsibilities of the Committee and how it contributes to the attainment of the Corporation's aims and objectives. This is facilitated by the development of a positive working relationship, and lines of communication, with the relevant senior officer(s).</p> <p>The inter-personal and diplomatic skills required to represent positively the aims, values and responsibilities of the Committee and the Corporation both internally and externally.</p> <p>A familiarity with the Standing Orders that affect Committees.</p> <p>There is a time commitment to undertaking the role of Chairman. The extent of the commitment varies significantly according to the Committee concerned. However, broadly speaking it could equate to approximately one day per working week together with a number of evening functions which average one per week/month.</p>

Essential	Expected
<p>and Officers in support of the aims, values and responsibilities of the Committee</p> <ul style="list-style-type: none"> • ability to absorb and reach conclusions on complex issues 	

NB. Staff in the Corporation will always try to assist Members in their work but secretarial support is limited and tends to be directed in support of the Chairman of the Policy & Resources Committee, the Chief Commoner and other Chairmen.