

## **Deputy Chairmen of Committees – Job Description**

### **Appointment:**

- Annually elected by the Members of the Committee.  
(At the conclusion of a Chairman's term of office, he/she has the right to serve as Deputy Chairman of the relevant committee for that year).

### **Overall Responsibilities:**

- To support the Chairman and, when necessary, deputise for him/her.
- To use the experience gained to prepare for possible service as Chairman in due course.

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

- To deputise for the Chairman by the exercise of the powers, duties and rights of the Chairman in his/her absence. The full implications of this responsibility can be more fully appreciated by reference to the Job Description and Person Specification for Chairmen of Committees.
- To support the Chairman by the leadership role he/she provides for the Committee.
- To use the experience gained as Deputy Chairman to prepare for possible service as Chairman in due course.
- To provide comments, together with the 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.

## Deputy Chairmen of Committees – Person Specification

Essential	Expected
<p>Candidates must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• an elected Member of the Court of Common Council</li> <li>• cannot be a resident of, or tenant in, property under the control of the Committee</li> </ul> <p>Personal requirements:-</p> <ul style="list-style-type: none"> <li>• experience as a Member of the Court</li> <li>• a basic knowledge of the Corporation and its procedures</li> <li>• a basic knowledge/understanding of the principal issues facing the Committee and its role within the Corporation</li> <li>• personal and professional integrity</li> <li>• public speaking ability</li> <li>• the potential to lead a team of Members and Officers in support of the aims, values and responsibilities of the Committee</li> <li>• ability to absorb and reach conclusions on complex issues.</li> </ul>	<p>A willingness and ability to develop:</p> <ul style="list-style-type: none"> <li>• a knowledge and understanding of the role and responsibilities of the Committee and how they contribute 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 Chief Officer(s)</li> <li>• 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</li> <li>• a familiarity with the Standing Orders that affect Committees.</li> </ul> <p>A willingness to use the experience gained as Deputy Chairman to prepare for possible service as Chairman in due course.</p> <p>There is a time commitment to undertaking the role of Deputy Chairman. The extent of the commitment varies significantly according to the Committee concerned and the extent to which duties are shared with the Chairman.</p>

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.