

## MEMBERS' ROLES

### CHAIR ROLE

This document aims to describe the potential range of activities and skills that must be demonstrated by Members when appointed as Chair of Committees and Meetings. The role of Chair of any meeting convened by the Council is accountable to the Committee being served, Full Council and the Public.

The following activities are in addition to the responsibilities set out in the Core Councillor and any other Role Descriptions, if held, by the Chair concerned

#### **Key Duties:**

To provide confident and effective management of the committee

To liaise effectively with officers, executive members, and colleagues on the committee

To manage the work programme undertaken by the committee

To ensure that the work programme is manageable and the workload delegated and prioritised to focus on the areas of most benefit or greatest risk to the organisation

To ensure that the work programme is delivered

To plan and set agendas containing clear objectives and outcomes for the meeting

To work with officers to make all necessary preparation for meetings through research and briefings and holding pre-meetings with officers and members to discuss matters relating to an agenda and agreeing appropriate lines of enquiry as necessary

To demonstrate as Chair commitment to the values of the Council and the following values in public office: Openness and transparency; Honesty and integrity; Tolerance and respect; Equality and fairness; and Appreciation of cultural difference

To manage the progress of business at meetings, ensuring that meeting objectives are met, and that the code of conduct, standing orders and any other legal and constitutional requirements are adhered to

To ensure that any members of the public present understand the protocols for the meeting and rules regarding public speaking if relevant

To encourage effective contributions from all committee members

To report on progress against the work programme to Council, and others as appropriate

To actively seek opportunities to develop own knowledge and skills as well as those of committee members