

CHAIRMAN OF A COMMITTEE

In addition to the duties of a councillor the following applies:

Role	Duties and Responsibilities
Purpose	<ul style="list-style-type: none">• Chair committee meetings and ensure the committee works within its terms of reference.• Provide leadership of and direction to the committee.
Leadership/ Strategic Direction	<ul style="list-style-type: none">• Identify the priorities for the work of the committee and ensure there is a manageable and achievable agenda for each meeting.• Encourage all members of the committee to engage in its activities.• Keep the meeting to time.• Encourage citizens to engage with the work of the committee within the council's procedures for public participation.
Good Governance	<ul style="list-style-type: none">• Work to the highest standards of probity and corporate governance for the wellbeing of the borough• Promote adherence to the relevant codes of conduct in the interest of achieving the highest standards of behaviour in public office.
Knowledge	<ul style="list-style-type: none">• Develop and maintain a working knowledge of the professional disciplines, services and constitutional requirements relevant to the work of the committee.• Develop necessary skills and knowledge in order to effectively carry out your role.
Relationships	<ul style="list-style-type: none">• Build effective and respectful relationships with Members, officers and representatives of outside organisations in order to carry out your role.• Be aware of issues of importance to residents of the borough and other stakeholders concerning matters within the terms of reference of the committee.