

MAYOR

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

Role	Duties and Responsibilities
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Purpose:

- To provide effective civic and ceremonial leadership to the Council.
- To chair Council meetings and ensure its business is carried out efficiently and in line with the Constitution.
- To promote and maintain high standards of conduct from Members.

Key Duties and Responsibilities

- To act as an ambassador for the Council and Barnet itself.
- To attend and represent Barnet at civic and ceremonial occasions, acting on behalf of the whole Council in a non-partisan manner.
- To uphold and promote the Council's Constitution
- To preside over meetings of the Council, acting impartially to ensure that its business is carried out efficiently and in line with the Constitution.
- To promote community engagement and encourage active citizenship within Barnet.
- To perform official openings or presentations throughout the Barough.
- To host diplomatic visits to the Council.

Key Personal Attributes, Skills and Knowledge

- A clear understanding of the operation of the Council, including an understanding of the Constitution, in particular Standing Orders.
- To promote and uphold the seven principles of public life – acting as a role model to other Councillors.
- A good knowledge of, and interest in, the whole of the county.
- The ability to chair meetings and facilitate open discussion.
- The ability to work effectively with Council officers, partners, the public, the media and outside organisations.
- The ability to engage effectively with a variety of different groups and people.