

Additional councillor responsibilities role description

The following would be additional responsibilities for councillors chairing committees or holding specific portfolios

- Chairing meetings of the committees in the areas of council activity and business within their area of responsibility.
- Representing the council to a high standard in the areas of council activity and business within their area of responsibility, recognising that conduct in their role reflects on council as a whole.
- Promoting and supporting good governance by the Council.
- Developing a clear understanding of the terms of reference of their committees, and of the scope and range of the specific areas of council activities and business within their area of responsibility to allow them to carry out their role.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to chair council committee meetings and any other sessions of council for which they have responsibility.
- Undertaking sufficient preparation before meetings they are chairing to effectively carry out their role.
- Ensuring any meetings they chair act within the powers delegated by the council as set out in the formal council delegations.
- Managing the progress of business during meetings, including ensuring adherence to the council Code of Conduct, Standing Orders and any other statutory obligations and requirements.
- Ensuring that all meeting participants have an opportunity to make an appropriate contribution within the bounds of Standing Orders and due process.
- Maintaining and ensuring order and decorum throughout meetings they chair.
- Commenting to the media (or other agencies) as the council spokesperson on issues arising that pertain to their committee or that are on the agenda in the areas of council activity and business within their area of responsibility, but only if delegated to do so by the council.
- Liaising with appropriate council staff in respect of the areas of council activity and business within their area of responsibility.
- Providing political leadership in building a political consensus around council issues in the areas of council activity and business that are within their area of responsibility.
- Recognising and contributing to issues that cut across their and other areas of council activity and business.
- Ensuring sufficient familiarity with council Standing Orders and procedures to be able to deputise competently for the Mayor/Chair in chairing council meetings and other sessions of council.
- Representing the council in various local, regional and/or national settings, both formal and informal, as appropriate.
- Working closely with other elected members of council to ensure smooth council decision-making.
- Ensuring sufficient familiarity with the processes and procedures of various civic functions to be able to correctly follow the obligations of such civic functions in they are event of deputising for the Mayor/Chair.