

Appendix

MEMBER OF THE COUNCIL

Key Activities

1. To contribute to the discussion and determination of Council policies and the budget
2. To discharge the statutory duties and responsibilities of the Council through the political decision making structures established.
3. To represent the interests of the community at meetings of the Council and its constituent bodies
4. Act as community champions for their area, identifying local concerns and issues, mediating between and helping to reconcile local views and interest, and helping their communities to resolve local problems.
5. Develop effective systems of communication, liaison and consultation with the local community and individuals within it
6. Assist constituents with matters concerning services provided by the Council
7. Act as the Council's appointee on outside bodies and provide linkages between those bodies and the Council
8. Maintain, develop and build upon good relationships between the political and managerial processes of the Council
9. To participate in the appropriate Committees, Panels, Sub-Committees and Working Groups as appointed by the Council

CHAIRMAN OF THE COUNCIL

Key Activities

1. Represent the District Council on a non-political basis and fulfil role as first citizen to maintain the civic standing of the Council and to represent and promote the Council within the community.
2. Attendance at appropriate civic functions as well as community events to fulfil the role of first citizen.
3. Act as non-political chairman of meetings of the Council to ensure that order is preserved and that matters are considered in a business-like and effective fashion.
4. Maintain, develop and build upon good relationships between the political and managerial process to the benefit of the community.
5. Provide a point of contact with the Community on civic matters and events.
6. To provide a link between the Council as a whole and the community it serves and feedback on the views of the community as raised through the conduct of civic functions.

VICE CHAIRMAN OF THE COUNCIL

Key Activities

1. To support the Chairman in his/her duties and to deputise when necessary and where appropriate.

LEADER OF THE COUNCIL

Key Activities

1. To provide leadership to the Council and its political administration.
2. To lead on the development of key policy and budget priorities for consideration by appropriate Committees and/or the Council as a whole.
3. Maintain, develop, and build upon the relationships between the political and managerial processes to maximise delivery of the Council's functions to the communities that comprise Rochford District.
4. To be visible in the public arena and provide the principal point of contact to all forms of media interest, to ensure appropriate information is provided on Council activity.
5. To act as the Council's principal political spokesperson and representative with Government, other Authorities, agencies and partners both on a one-to-one basis and in variety of fora.
6. To be the principal link between the political administration and the Chief Executive/Head of Paid Service
7. To chair meetings of the appropriate Policy Committee

DEPUTY LEADER OF THE COUNCIL

Key Activities

1. To assist the leader in providing leadership of the Council and appropriate strategic and operational direction and assist the leader in carrying out his/her role and responsibilities, deputising when necessary and where appropriate.

CHAIRMAN OF THE REVIEW COMMITTEE

Key Activities

1. Chair meetings of the Review Committee to ensure they operate in an effective and efficient manner and are run in accordance with the Council's Standing Orders and statutory requirements.
2. Act as a focus for communication with the Leader, Committee Chairmen and all other Councillors in respect of matters which fall within the terms of reference and work programme of the Review Committee
3. Ensure that proper arrangements exist for the Review Committee to carry out its Overview and Scrutiny functions, including approval of the annual work programme, the exercise of its "call in" functions, and the opportunity to effectively act as a "gateway" between the Council and its communities
4. Maintain, develop and build upon good relationships between the political and managerial processes of the Council
5. To liaise with relevant officers concerning the work of the Committee and the items to be placed on the agenda
6. Act as point of contact with the media on matters within the remit of the Committee to provide a response on the Council's position as required
7. To ensure the business of the Council delegated to Committee is carried out and progressed.

VICE CHAIRMAN OF REVIEW COMMITTEE

1. To support the Chairman of the Review Committee in his/her duties and to deputise when necessary and appropriate.

CHAIRMEN OF COMMITTEES

Key Activities

1. Chair meetings in which appointed as chair to ensure they operate in an effective and efficient manner and are run in accordance with the Council's Standing Orders and statutory requirements.
2. Provide the opportunity for effective and appropriate contributions to be made by Committee members on all approved subject areas under consideration within the remit of the Committee
3. Maintain, develop and build upon good relationships between the political and managerial processes of the Council
4. To liaise with relevant officers concerning the work of the Committee and the items to be placed on the agenda
5. Act as point of contact with the media on matters within the remit of the Committee to provide a response on the Council's position as required
6. To ensure the business of the Council delegated to the Committee is carried out and progressed.

VICE CHAIRMEN OF COMMITTEES

1. To support the relevant Chairman in his/her duties and to deputise when necessary and appropriate.

GROUP LEADER

Key Activities

1. In addition to their role of elected Councillor and to the duties attaching to any other position of office to which they are appointed by the Council:
 - To chair meetings of the relevant political group
 - Provide leadership to the group and act as the principal spokesperson/contact for the group
 - Act as point of contact for the group with the Chief Executive on matters of Council business
 - Overall responsibility for the management and behaviour of the Group in the context of Council business.