

## **Woughton Community Council**

### **Role of the Ambassador**

The Ambassador shall be regarded as the First Citizen of Woughton for civic matters.

- He or She will represent the Parish at Civic and other similar events.
- He or She will receive and welcome civic leaders visiting from other authorities.
- He or She will represent the Parish at local events and activities hosted by local groups and organisations such as fetes, socials, cultural occasions and such like.
- He or She will forge links with local community organisations, schools, faith groups, local businesses, charities and statutory bodies.
- He or she will represent the Parish, when invited at significant occasions concerning individuals in the Parish (for example, weddings, funerals, significant birthdays and anniversaries).

The Ambassador will be supported by a designated Officer at the Community Council and will be proactive in fulfilling the above roles.

The Ambassador will be expected to be non controversial in the execution of their role and avoid making controversial comment.

### **Role of the Leader/Deputy Leader**

The Leader/Deputy will provide the key political leadership to the Council and shall take the lead on all budgetary and financial planning matters other than the formal matters defined for the Accounts Sub Committee.

The Leader/Deputy will be the prime member spokesperson for the Council and will lead representation of the Council on other and to other organisations.

The Leader will liaise with other lead members and senior managers at a corporate level and will make key recommendations following such consultation and liaison with Officers and other lead members.

The Leader/Deputy Leader in particular will ensure a close working relationship with the Council Manager but will take care not to provide or assume managerial leadership.

The Leader/Deputy Leader will be consulted at draft stage on all reports and agendas for the Council and Committees.

## **Chairs/Vice Chairs**

Chairs and Vice Chairs shall play an important role in relation to their own committee (Council in the case of Council Chair/Vice Chair. They shall be consulted on all such agendas and reports and will provide effective committee leadership.

In consultation with the Leader they shall act as member spokesperson within the terms of reference of their own committee.

They shall liaise closely with the Council Manager or other officer designated by him/her and with the Leader/Deputy Leader of the Council.

The Council Chair in addition will ensure that the Councils Constitution, Standing Orders and other regulations are adhered to and that the highest ethical and moral standards are adhered to.

<b>Last review date:</b>	May 2019
<b>Next review date:</b>	May 2021
<b>Lead:</b>	Council Manager
<b>Overseeing Committee:</b>	Full Council
<b>Approved:</b>	
<b>Review cycle:</b>	Annually