

Congratulations on becoming a Town/Community/Parish Councillor *but what is the Job Description?*

Title:	Councillor
Responsible to:	The Council and its electors.
Responsible for:	Effective leadership to foster the interests of the electors and Parish/Town
Role Purpose to:	Bring local issues to the attention of the council, help it make decisions on behalf of the local community and represent the views of parishioners within and outside the Parish.

Main Duties and Responsibilities

1. To represent effectively the interests of the whole parish by listening to views from the community
2. To improve the quality of life for those that live, work or visit the area
3. To participate fully in the formation and scrutiny of the Parish Council's policies, strategic plans, budgets and service delivery
4. To ensure that the Parish Council is properly managed and constructively contribute to good governance
5. To prepare for, attend and participate in Parish Council meetings, decision making and abide by corporate decisions
6. To fulfil and enact any statutory requirements of an elected member of the council
7. To undertake appropriate training and development to help fulfil the requirements of the councillor role
8. To keep up to date with significant developments affecting the Parish Council at local, regional and national levels
9. To have contact with key local stakeholders and represent the Parish Council on outside bodies to which the Councillor is appointed and report back activities
10. To maintain proper standards of behaviour and comply with the Council's code of conduct
11. To deal with resident's enquiries and representations fairly and without prejudice or enable the resident to take action to deal with the matter themselves
12. To actively encourage community participation and citizen involvement in the work of the council
13. To represent the council to the community by appropriate means
14. To ensure that residents are informed of services available, decisions that affect them and the reasons for those decisions