



<u>ROLE DESCRIPTION</u>			
Title:	CHAIRMAN		
Elected by:	DAPTC Executive	When:	Executive AGM (Dec)
Tenure:	Annual (normally for 3 terms)		
Description:	<p>Chair meetings of the DAPTC Executive. Work with the Chief Executive to agree meeting content for DAPTC Executive. Attend quarterly meetings of the South West Conference of Local Councils (with Chief Executive and NALC Rep) Attend the National Association of Local Councils AGM (with Chief Executive and NALC Rep) Attend / Chair DAPTC Committee meetings as required. Support the Chief Executive and Office Staff in their duties. Conduct annual appraisal with Chief Executive. Recruitment of Office Staff. Support DAPTC Training sessions. Report on Executive activities for the Annual Report.</p>		
Qualities Required:	<p>Chairman of Area / T&LC Committee / Local Council (Essential) Attend Chairmanship course Working knowledge of local council organisation and administration (Essential) Local Council HR Experience (Desirable) Previous experience at District / Unitary Council (Desirable) Train the Trainer Course (if applicable)</p>		