

ROLE OF THE VICE-CHAIRMAN OF THE COUNCIL

1. MAIN ROLE

- (a) Support the Chairman of the Council in their role as the first citizen of the District.
- (b) Represent the Council as necessary as the Deputy to the Civic Head of the Council at public and private functions.

2. DUTIES AND RESPONSIBILITIES

- (a) Preside over meetings of the Council in the absence of the Chairman ensuring equality of opportunity for all Members to participate in the decision making process.
- (b) Be an ambassador for and promote the District as the deputy to the first citizen.
- (c) Deputise for, or assist, the Chairman in leading official civic visits by the Council.
- (d) Represent the Chairman of the Council at non-political ceremonies, social occasions and services of prayer and remembrance when the Chairman is unable to attend.
- (e) Deputise for, or support, the Chairman in their role when acting as host to visitors, including members of the Royal Family, overseas visitors and other civic dignitaries.
- (f) Support the charities chosen by the Chairman for their year of office and assist as necessary in organising or co-ordinating activities for such causes during this period.