

Vice President of Association

Job Description

Main purpose

Lincolnshire Association of Local Councils (LALC) is a not for profit, voluntary member-based organisation open to all parish and town councils across Lincolnshire. We pride ourselves on supporting and informing Local Councils and providing professional advice and training to Lincolnshire Parish and Town councils known as the first tier of local government.

The Association also administers the Local Council Award Scheme (LCAS) and is a member of the Federation of East Midlands Associations of Local Councils (FEMALC).

This post is largely an ambassador role to the community on behalf of the Association, promoting the Associations objectives and building relationship with external stakeholders and member councils and will work with the President of the Association in order for duties to be conducted.

The post-holder is required to support all areas of the Association's work as necessary, together with any work related to the National Association of Local Councils (NALC) within the general duties.

Main duties

1. To be a member of the Executive and County Committees.
2. To support and or deputise for the President as an ambassador to the community on behalf of the Association, promoting the Associations objectives.
3. Proactively build relationships with external stakeholders and member councils.
4. Undertake and ceremonial duties identified by the President or Associations Executive Committee.
5. Represent by invitation the Association alongside the Chair and or Vice Chair or in absence of the President.
6. Developing effective working relationships with all Executive members providing support, guidance and advice.

7. It is recognised that the post-holder, by agreement with the Chief Executive or Assistant Chief Executive, will need to work flexible hours from time to time to meet the requirements of the Association, and this may include a certain amount of 'out-of-hours' and evening work.
8. The post-holder will normally be expected to attend the Annual General Meeting, Executive and County Committee meetings where presentations are due to be awarded.