

Chair 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 designed to provide strategic oversight, guidance and support to further LALCs organisational objectives. As the Chair of the Association, this involves supporting the Chief Executive in ensuring that the County Executive Team and supporting committees function in line with the organisational constitution.

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 promote the highest standards of integrity, probity and corporate governance throughout the Association and particularly at the level of Executive and County Committees.
2. To be available to colleague committee members for advice and support in any instances where they would prefer not to consult with the Chief Executive.
3. To conduct the performance review of salaried staff such as Chief Executive and other senior members of the Association.
4. Demonstrating visible and ethical personal leadership by modelling the highest standards of personal behaviour and ensuring that the Executive and County Committee members follow this example.
5. Leading the Executive and County Committees in establishing effective decision-making processes and acting as the guardian of due process.

6. Ensuring that constructive relationships based on candour, trust and mutual respect exist between elected and appointed members of the Executive and County Committee.
7. Developing effective working relationships with all Executive members, with the Chief Executive, providing support, guidance and advice.
8. Leadership of the Executive and County Committee members, ensuring that they work together effectively

The Chair of Association is responsible for:

1. Managing meetings and ensuring compliance with the Associations procedures
2. Proposing a schedule of matters reserved to the Executive and County Committee Meetings
3. Ensuring terms of reference for each Committee
4. Regularly reviewing in conjunction with the Executive members the composition of the Executive and County Committee, whilst considering succession planning for the Executive and County Committee membership
5. Appointing effective and suitable individuals to the role of Chief Executive of the Association.
6. 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
7. The post-holder will normally be expected to attend the Annual General Meeting , Executive and County Committee meetings.
8. The post-holder will normally be expected to attend the NALC and LALC Conference(s).
9. The post-holder will normally represent the Association externally at meetings such as FEMALC , District and County Councils, Members of Parliament and other external stakeholders associated to the work of LALC.