



Hertfordshire Association of Parish and Town Councils

COMMUNITY COUNCILLOR – JOB DESCRIPTION

Title:	Councillor
Responsible to:	The Community Council and its electors.
Responsible for:	Effective leadership to foster the interests of the electors and Parish
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 Community Council's policies, strategic plans, budgets and service delivery
4. To ensure that the Community Council is properly managed
5. To prepare for, attend and participate in Community Council meetings, decision making and abide by corporate decisions
6. To undertake appropriate training and development to help fulfil the requirements of the councillor role
7. To keep up to date with significant developments affecting the Community Council at local, regional and national levels
8. To represent the Community Council on outside bodies to which the Councillor is appointed and report back activities
9. To maintain proper standards of behaviour and comply with the Council's code of conduct
10. To deal with resident's enquiries and representations fairly and without prejudice

Skills needed by a Councillor

- Making decisions.
- Exploring and expanding ideas.
- Interpreting information.
- Having ideas.
- Visualising what might happen.
- Using imagination.
- Understanding budgets and financial paperwork.
- Keeping going skills.
- Encouraging yourself and others.
- Listening.
- Questioning.
- Dealing with conflict.
- Evaluating.
- Reviewing.
- Drawing conclusions.
- Seeing the bigger picture.
- Assessing objectively.
- Measuring and comparing results.
- Public speaking.
- Persuading and motivating.
- Prioritising.
- Negotiating.
- IT skills.