

## SUMMARY OF COUNCILLOR'S DUTIES

### Position

You will become a member of a corporate body.

Its decisions are the responsibility of the whole body

Control of the body is through the Chairman.

Most decision-outcomes and actions are carried out by the clerk

### As a councillor you will

- engage in constructive debate
- respond to the needs and views of the community
- bring local issues to the attention of the council
- behave in an ethical way
- comment on proposals and help the council make decisions

### Formally

You will be required to sign the forms of

- Acceptance of Office
- Declaration of Councillors Interests.
- Code of Conduct

and abide by the standing orders, which is prepared by the Council and is used as it's Job Description.

### From the Good Councillors Guide

You have the responsibility to be well-informed, especially about local views. You cannot assume that you represent the interests of **all** your electors without consulting them.

The job of your council is to represent the interests of the whole community.

Discovering the needs of different groups in the community (such as young or elderly people) is an important part of your role as a councillor.

Occasionally there will be conflict of interests requiring sensitive judgement. Making difficult decisions, in an open and reasoned way, is something that parish councils need to do well.

For many people it is the satisfaction of acting on behalf of their local community that encourages them to become councillors.