

# APPENDIX THREE

## **COMMITTEE/SUBCOMMITTEE CHAIRPERSON Role Description**

### **Role Title:**

Committee/Subcommittee Chairperson

### **Role of the Committee/Subcommittee Chairperson**

For the Council to successfully discharge its responsibilities, a committee or subcommittee Chairperson is required to discharge the following responsibilities:

#### *Conduct of Meetings:*

Conducts committee meetings in accordance with the provisions of the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Council Standing Orders, and any other statute that may apply from time to time.

#### *Committee Leadership:*

Provides guidance to the committee or subcommittee as it seeks to: establish a clear strategic direction through its decision making; make effective policy recommendations or decisions if appropriate authority has been delegated by Council; and exercise good financial stewardship.

#### *Communication and Representation:*

Acts as the committee's or subcommittee's principal spokesperson in communicating to the parent body or Council. Represents the Wellington City Council position in matters relating to the committee or subcommittee area of responsibility, and may be authorised to represent Wellington City Council at meetings with other local authorities, national bodies and conferences or seminars.

#### *Council Staff Liaison:*

Acts as the Committee's principal contact point with the Council's Chief Executive and officers.

#### *Meeting Preparation:*

Attends agenda meetings to ensure the key issues are clearly communicated, media issues have been addressed, satisfactory presentations are under preparation and meeting management issues are identified.

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Promotes informed debate at meetings by:

- managing the time to enable considered yet efficient decision making
- allowing members to have a say
- setting parameters for the discussion
- providing impartial control of the meeting
- summarising the debate, focussing and providing direction.

Ensures that decisions are made on the basis of:

- informed debate
- sufficient time to debate the issues
- necessary delegated power.

*To ensure that decisions are communicated by:*

- signing off minutes
- liaising with other committee and subcommittee Chairpersons
- liaising with the media
- representing the views of the Council at public meetings, to community groups, other statutory bodies and any other organisations.

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## **PORTFOLIO LEADER Role Description**

### **Role Title:**

Portfolio Leader

### **Role of the Portfolio Leader:**

The Portfolio Leader has the following responsibilities:

#### *Policy Leadership*

At meetings of the Strategy and Policy Committee, to provide guidance to the Committee, within a particular portfolio area, as it seeks to: establish a clear strategic direction through its decision making; make effective policy recommendations or decisions where authority has been delegated by Council; and exercise good financial stewardship. Portfolio Leaders will move reports from their area of responsibility, advocate for them, explain and clarify matters to colleagues and, where necessary, introduce reports at Council. Portfolio Leaders will also facilitate informal policy discussions between elected members, and elected members and officers, on matters within their area of responsibility.

#### *External Representation and Relationships*

Represent the Council at meetings of pan-Council working groups, and other external organisations and groups, and contribute to the work carried out by such organisations and groups. Attend official functions within their area of responsibility, and represent the Mayor on those occasions when the Mayor and Deputy Mayor are unable to attend.

#### *Communication:*

Acts as the Committee's principal spokesperson in communicating to the media and public the official policy of the Council (or in the absence of official policy, commenting in a manner consistent with the Council's strategic direction) on items relating to their respective area of activity.

#### *Officer Liaison:*

Act as the point of contact for officers in supporting the work programme in their area of activity.

#### *Meeting Preparation and Follow-Up:*

Attend agenda meetings, ensure satisfactory presentations are under preparation, ensure media issues have been addressed, and following a meeting make sure key issues and decisions are clearly communicated to the media and public.

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### *Conduct of Meetings:*

In the absence of the Chair and Deputy Chair (if appointed) of the Strategy and Policy Committee, to act as Chairperson of the meeting and to conduct that meeting in accordance with the provisions of the Local Government Act 2002, Local Government Official Information and Meetings Act 1987, Council Standing Orders, and any other statute that may apply from time to time. When acting as Chair, to promote informed debate at meetings by:

- managing the time to enable considered yet efficient decision making
- allowing members to have a say
- setting parameters for the discussion
- providing impartial control of the meeting
- summarising the debate, focussing and providing direction.