

Civic Head (Convener) Role Profile

Key Responsibilities

In addition to the responsibilities identified for all councillors, the Civic Head is also responsible for the following:

1. Civic

- Undertake civic and ceremonial functions on behalf of the Council and the community.
- Provide civic hospitality for international, national, regional and local visitors to the Council for significant celebrations within the Area and for individuals who have brought honour to the community at home and/or abroad.
- Represent the Council at civic and ceremonial events and be the formal representative when meeting with visiting dignitaries.

2. Ambassadorial

- Act as an ambassador for and promote the Council.

3. Communications

- Communicate the ethos of the Council to citizens, external bodies, and local and national government community.

4. Promotion

- Promote the core values of the Council in fulfilling their remit.

5. Full Council

- Preside over meetings of the full Council and ensure that its business is carried out efficiently and with regards to the rights of councillors and the interest of the community.

6. Liaison

- Liaise closely with the Leader of the Council in terms of the civic roles and functions on behalf of the Council.

7. Deputise

- Deputise for the Leader of the Council as and when required.