

## **ROLE OF THE VICE-CHAIRMAN OF THE COUNCIL**

### **A. MAIN ROLE**

- (i) Support the Chairman of the Council in his/her role as the first citizen of the District.
- (ii) Represent the Council as necessary as the Deputy to the Civic Head of the Council at public and private Functions.

### **B. DUTIES AND RESPONSIBILITIES**

- (i) Preside over meetings of the Council in the absence of the Chairman ensuring equality of opportunity for all Members to participate in the decision making process.
- (ii) Be an ambassador for and promote the District as the deputy to the first citizen.
- (iii) Deputise for, or assist, the Chairman in leading official civic visits by the Council.
- (iv) Represent the Chairman of the Council at non-political ceremonies, social occasions and services of prayer and remembrance when the Chairman is unable to attend.
- (v) Deputise for, or support, the Chairman in his/her role when acting as host to visitors, including members of the Royal Family, overseas visitors and other civic dignitaries.
- (vi) Support the charities chosen by the Chairman for his/her year of office and assist as necessary in organising or co-ordinating activities for such causes during this period.