

Job Description

## CHAIR, NORTH OF TYNE LPC COMMITTEE

**Accountable to:** LPC Committee – appraisal to be conducted on behalf of the Committee by the Governance sub-group

**Responsible to:** LPC Committee

**Working hours:** 24 days per year – to be paid as an Honorarium via payroll. Remuneration As per current expenses policy.

The purpose of the LPC Chairman is to lead the team of LPC members to enable the committee to function effectively and efficiently. As a key officer in the LPC it is important that the LPC Chair is fully conversant with the responsibilities and duties of the office.

### 1 Overall Responsibility

- To Chair the meetings of North of Tyne LPC and ensure that LPC business is conducted in a proper manner.

### 2 Detailed Responsibilities

- To ensure delegation of tasks and activities to appropriate committee members, employees or sub groups and ensure their completion
- To ensure that LPC meetings are run efficiently, focussing on priorities and making the best use of the time available
- To ensure that all members have equal opportunities to participate fully in discussions and decision making
- To ensure all members of the LPC work together as a team
- To represent the LPC as agreed by the committee as a Deputy for an employee at external meetings with groups or individuals outside of the LPC
- To ensure the minutes of all meetings of the LPC are reviewed by the committee to confirm that they are accurate
- If an elected, voting member of the committee, to have a casting vote where there is an equal number of votes for and against a proposal during a meeting
- To lead an annual session during a full meeting; devoted to long term strategic aims and ambitions of the LPC

### 3 Additional Duties

- To assist in the monitoring and appraisal of LPC officers and employees
- To conduct a performance review process of the LPC objectives and strategies in conjunction with the Chief Officer, Vice-Chair and Treasurer.
- Making public statements on behalf of the LPC when requested to do so
- To delegate chair of meetings and any other responsibilities to the vice chair on a temporary basis when not available. During this period, the vice chair will be assumed to act in accordance with the Chair's job description.