

Role of Chairman of the LSP Board

- Provide leadership to the Partnership and to the Board, and to promote the Partnership and its work.
- Chair the Board in an impartial and inclusive manner and ensure that its business is conducted properly.
- Ensure that all groups are fully involved and encouraged to contribute to discussion and decisions at the Board and throughout the Partnership, and that the principles of equal opportunities and valuing diversity are applied.
- Ensure that meetings are planned and run effectively, focus on the key issues and priorities of the Partnership and that the decisions of the Board are reached in an open and transparent manner and are guided by the Partnership aims and objectives.
- Work with the Community Strategy & Partnerships Manager to plan Board meetings, secure commitment of partners to the Partnership and its work, and to secure the resources required for the Partnership to function effectively.
- Represent and promote the Partnership at meetings, events and conferences and from time to time to make presentations on behalf of the Partnership as agreed by the Board.
- Delegate responsibilities to the Vice Chair and the other Board members when appropriate.
- Act on matters swiftly that may be deemed 'urgent' (i.e. when a delay may be to the detriment of the Partnership or an employee or other individuals/groups mandated to work with the Partnership), whenever possible in agreement with the Vice Chairman.
- When acting as Chairman, act impartially representing the interests of the Partnership as a whole.

Role of Elected Councillors

- Attend appropriate Partnership meetings.
- Represent the interests of member organisations and their community on the Partnership Board and groups.
- Receive and read papers regarding the Partnership Board and its groups.
- Assist in developing appropriate ideas and concerns for the attention of the Partnership and play an active part in developing and delivering policies, programmes and action.
- Provide feedback and information about the Partnership and its work to the Council and the community they represent.
- Ensure an up to date awareness of issues affecting residents in the Epping Forest district by acting as a voice for their local community.
- Liaise with other members of the Partnership as appropriate.
- Take part in consultation or events as necessary or appropriate.

Role of Faith Community Representatives

- Represent the interests of the faith community on Partnership groups.
- Receive and read papers regarding the Partnership Board and its groups.
- Assist faith groups in developing appropriate ideas and concerns for the attention of the Partnership.
- Ensure the Partnership takes into consideration the views and concerns of the faith community during discussions and decision making.
- Provide feedback and information about the Partnership and its work to the faith community.
- Ensure that all faiths are represented fairly and equally.
- Liaise with other members of the Partnership as appropriate.
- Take part in consultation or events as necessary or appropriate.

Role of Private Sector Representatives

- Attend appropriate Partnership meetings.
- Represent the interests of the private sector on Partnership groups liaising with own networks as necessary.
- Receive and read papers regarding the Partnership Board and its groups.
- Assist local businesses and business support agencies in developing appropriate ideas and concerns for the attention of the Partnership.
- Channel ideas and concerns of local businesses and business networks into the Partnership.
- Provide feedback and information about the Partnership and its work to the private sector.
- Ensure the Partnership takes into consideration the views and concerns of the private sector during discussions and decision making.
- Liaise with other members of the Partnership as appropriate.
- Take part in consultation or events as necessary or appropriate.

Role of Public Sector Representatives

- Attend appropriate Partnership meetings.
- Represent the interests of member organisations on the Partnership.
- Receive and read papers regarding the Partnership Board and its groups.
- Align appropriate elements (policy, resources and personnel) behind the Partnership and Sustainable Community Strategy priorities to maximise scope for delivering those responsibilities to the citizens of the Epping Forest district.
- Assist in developing appropriate ideas and concerns for the attention of the Partnership and play an active part in developing and delivering policies, programmes and action.
- Provide feedback and information about the Partnership and its work to their member organisation.
- Ensure an up to date awareness of issues affecting residents in the Epping Forest district.
- Liaise with other members of the Partnership as appropriate.
- Take part in consultation or events as necessary or appropriate.

Role of Vice Chairman of the LSP Board

- Deputise for the Chairman and work with him/her to provide leadership for the Partnership and the Board.
- Deputise for the Chairman in his/her absence.
- Support the Chairman in carrying out his/her role, share some of the workload and undertake responsibilities delegated by him/her.
- Act with the Chairman on matters that may be deemed 'urgent' (i.e. when a delay may be to the detriment of the Partnership or an employee or other individuals/groups mandated to work with the Partnership).
- Represent and promote the Partnership at meetings, events and conferences and from time to time make presentations on behalf of the Partnership as agreed with the Chairman/Board.
- When acting as Vice Chairman, act impartially representing the interests of the Partnership as a whole.

Role of Voluntary Sector Representatives

- Represent the interests of the voluntary sector on Partnership groups and ensure an up to date awareness of issues affecting voluntary organisations in the Epping Forest district.
- Receive and read papers regarding the Partnership Board and its groups.
- Assist voluntary organisations in developing appropriate ideas and concerns for the attention of the Partnership.
- Channel ideas and concerns of the voluntary sector and networks into the Partnership.
- Provide feedback and information about the Partnership and its work to the voluntary sector via the Epping Forest VCS Forum and other avenues as appropriate.
- Ensure the Partnership takes into consideration the views and concerns of the voluntary sector during discussions and decision making.
- Liaise with other members of the Partnership as appropriate.
- Take part in consultation or events as necessary or appropriate.