



## **Area Action Partnership (AAP) Board Member**

### **Parish Representative – The Role**

#### **1. The Role of a Parish Representative**

Parish representatives should:

- Be a Parish Councillor in the Durham AAP Area
- Be willing to represent all Parish Councils in the Durham AAP Area
- Be able to communicate effectively with the Parish Councils
- Be willing to give some time to AAP issues
- Have knowledge of local community issues
- Be committed to the values of equality and diversity

#### **2. Selection of Representative**

- Each Parish can nominate one of their Parish Councillors to be the AAP representative.
- If more than one nomination is received the AAP Parish Representative will be selected by either the Local Councils Forum or will be voted in by the local Parish Councils who will get one vote per Parish Council.
- The Parish Representative can have an alternate to attend the meetings in their absence. This alternate must also be a local parish councillor.

#### **3. The Requirements of the Role**

To carry out their role, parish representatives need to:

- Bringing their individual experience and knowledge of local parish councils, communities, the issues that matter to their community, and their skills in community involvement and participation.
- Be able to commit some time to the AAP including regular attendance at Board meetings. There are a normally 10 meetings a year for Durham AAP but there will be a minimum of 6 Board

meetings a year. We appreciate that you may not be able to make every Board meeting but if you were to miss three in a row, the Board may proceed upon the basis that you wish to resign. If this situation occurs, the Coordinator will contact you to discuss the way forward. The Board is able to give dispensation depending on circumstances (e.g. for reasons of ill health or maternity).

- Whilst not compulsory, you are encouraged to show an interest in any relevant subgroup/Task & Finish Groups set up by the Board to help develop solutions to address priorities. These are time limited groups and the meetings usually last approximately 1.5 hours.
- You may be expected to represent your AAP and attend other events as a Board member.
- Carry out your responsibilities in a fair and balanced way in accordance with the Terms of Reference and the Code of Conduct.
- Parish representatives can serve on the AAP Board for a term of up to four years before having to stand down. Parish representatives are able to stand for a second term.

#### **4. Support for Parish Representatives**

The post of parish representative is voluntary but support from your AAP will be offered including:

- reimbursement of out of pocket expenses incurred in attending AAP activities in your role as a parish representative
- providing training opportunities relevant to the role as required
- information and guidance as requested