

## **Advocate Member Role Description**

In addition to the duties and responsibilities detailed in the councillor role descriptions, councillors appointed to act as advocate members shall have the following additional responsibilities.

### **Working with Councillors**

- To inform and liaise with councillors as appropriate on relevant developments at a local and national level.
- To maintain a productive relationship with the portfolio holders relevant to the advocacy area.
- To have a clear understanding of the relevant portfolio holder's responsibilities with regard to the relevant area.

### **Working with Officers**

- To engage actively with officers relevant to the advocate's area of interest in seeking to form effective working relationships.
- To meet with officers and the relevant portfolio holder as appropriate in developing the Council's activities with regard to the advocacy area.
- To develop positive working relationships with officers related to the given advocacy area.

### **Working with Partners**

- To form effective working relationships with partner organisations, including, for example, businesses, charities, voluntary groups, and public bodies.
- Acting alongside portfolio holders and officers as appropriate, to act as a point of contact for partner organisations of relevance to the given advocacy area.
- To encourage partners' engagement with relevant matters as appropriate.

### **Developing Knowledge**

- To keep abreast of good practice and information relevant to the advocacy area.
- To be willing to attend any training and development exercises recommended as appropriate or identified by the advocate member.

### **Community leadership**

- To act alongside the relevant portfolio holder as a focus for liaison between the council, community and external bodies in relation to the advocacy area.
- To build understanding and ownership of the advocacy area within the community.
- To determine proactively the issues of relevance to local communities with regard to the advocacy, and to consider how the Council's policies and actions are appropriate to a community's needs.