

## The Role of Community Representatives

- You will be encouraged to act as an ambassador for the Area Committee to help to raise the profile of the work done by the Area Committee.
- You should attend all Area Committee meetings, events, training etc wherever possible.
- If you cannot attend the meetings try to find someone who will cover for you.
- You should represent the views of residents and of your group or community who live and work in the area.
- You will be encouraged and entitled to speak on all items discussed at Area Committee meetings.
- Events and training will be held for you to give you the confidence and knowledge to be actively involved within the Area Committee. We will ask you what training and events you would like.
- You will be invited to put forward items for discussion at the Area Committee meetings. You will need to do this at least 3 weeks before the date of the meeting.
- You will be encouraged to tell us when things are not running well.
- You will find it much easier to fulfill your role if you have read the reports before the meeting and, if possible, had a chance to discuss the report with your community group. Everyone will benefit from this as it allows the community representatives to play a much more active role and makes for a more effective and informed contribution to discussions and debate.
- Most importantly, any relevant information should be passed back to your community group to any local friends, neighbours or colleagues. None of the information made available during the meetings are secret or confidential.
- One of the biggest challenges for the Area Committee is to keep people informed. Your agreement to pass on information, display and distribute any publicity material in community venues and promote involvement in the work of the Area Committee and to take an active role in local community consultations is appreciated.