



DORSET ASSOCIATION OF PARISH AND TOWN COUNCILS

Dear

Welcome to the [DAPTC Executive Committee of the. As an elected representative of your Area / Towns and Larger Councils committee] you represent all the members of that committee, not your parish council. We hope that you find these notes helpful in understanding and fulfilling your role on the Executive.

Organisation. Like any governing body, the DAPTC Executive has a Chairman and Vice Chairman who are elected annually at the December meeting. The Executive is also attended by the DAPTC President and Vice President who are there to advise the Executive based on their experience. The Chief Executive DAPTC and Hon Treasurer also attend meeting and may be supported by office staff.

Timing of Meetings. In normal conditions Executive Committee meetings are held in December, March, June and September. Papers for meetings are issued electronically 7 days before a meeting. The annual general meeting of the Association is held in November, normally in County Hall.

Role of the Executive: The Executive Committee are jointly responsible for the strategic and financial management of the Association. As a membership Association the primary role is to serve the needs of the membership whether they be advice or direction.

Role of Members. As representatives, members should bring matters to the attention of the Executive where they might have a wider impact on the rest of the county Association. In the same way, it is essential that they take back to their area / T&LC committees any matter from the county that might be pertinent to the area. To keep the discussions pertinent, it is essential that members do not repeat what may have already been said and keep their offerings succinct.

Role of Officers. The Chief Executive is responsible to the Executive for the day to day running of the Association. The CE is supported by a Customer Relationship Manager and Training Coordinator. The CE will liaise with other bodies, both locally and nationally, on behalf of the Association.

Guest Speakers. Guest speakers may be invited to attend meetings to keep the Executive abreast of changes which might impinge on local councils,

Representation on Other Bodies. Members of the Executive are often requested to represent DAPTC at meetings of other county organisations. It is essential that any relevant matters are brought back to the Executive, normally in the form of a written report.

Code of Conduct. Unlike parish councils the Executive does not have Standing Orders however all members are always expected to observe the [national/Dorset] Code of Conduct, particularly in their dealings with officers and visiting speakers. As a representative body, the Executive is apolitical in all aspects of its work. The highest standards should be set by the leadership.