

DRAFT
Middlesbrough Partnership
Action Group Chair – Job Description

Action Group Chairs are elected by Middlesbrough Partnership Board, normally for a two year term of office.

Roles and Responsibilities:

1. To determine and maintain the membership of the Action Group by identifying key people to be included and liaising with the Partnership Team to ensure elected places are filled.
2. To chair meetings of the Action Group and deal with appropriate and relevant business.
3. To ensure all members have a fair and equal opportunity to participate in the Action Group debate and decision making process and to act as a conduit between the Action Group, Middlesbrough Partnership and any other relevant groups.
4. To represent the Action Group on Middlesbrough Partnership Executive and Board.
5. To report performance to the Executive and Board as required.
6. To ensure the efficient and effective operation of the Action Group and promote effective partnership working between members.
7. To harness the knowledge, skills and experience of group members to drive forward relevant Community Strategy/Local Area Agreement priorities and to be responsible for reviewing and monitoring the theme.
8. To assist the Action Group make recommendations for the use of Local Area Agreement pooled funds (and other similar) funds and oversee the spend of those funds, where delegated.
9. To advocate for the theme area across the partnership and other structures and promote its activities.
10. To ensure cross-cutting issues and links to other Action Groups are identified and addressed.
11. To ensure the Action Group adheres to Middlesbrough Partnership policies and procedures.
12. With the support of the lead officer and/or Middlesbrough Partnership team, to organise the administrative arrangements for the Action Group.