Bradford District Assembly
the voluntary and community sector together

Chair / Vice Chair Role & Responsibilities

"Community voice & influence in policy, planning and services"

Role

Chair Equalities Forum meetings, currently held bi-monthly.

Responsibilities

- Work with forum staff and forum members to produce meeting agendas
- Play an active and positive role in increasing awareness of equalities issues and concerns
- Ensure that the aims and objectives defined in the terms of reference are duly considered
- Ensure that Forum meetings are conducted in a competent and orderly manner.
- Ensure that all members have an opportunity to express concerns, contribute to discussion and are well enough informed on matters requiring their vote.
- Ensure that discussion, debate and decision making is democratic
- In the event of a split vote, hold the casting vote

Experience and skills required

- Wide range of knowledge of equalities issues and current policy and legislation
- Commitment to equal opportunities
- Acceptance of the Nolan principles and values of partnership working:

  Accountability – clearly defined responsibilities for all decisions and actions

  Equality – place equality, diversity and inclusiveness at the core of what you do

  Leadership – the sector's representatives will need to think and act strategically

  Openness – be as open as possible in all your dealings and relationships

  Purpose – be clear about the local sector's objectives and support them with a strong evidence base

  Sustainability – ensuring the continuation of the collective voice

  Values – identify and build on the values of the local sector

Commitment

The period of office is subject to review and is currently one year.