

Role of the Chair of the Waltham Forest Community Safety Board (CSB)

The Chair's responsibilities include: -

1. Lead and manage the business of the WF CSB to provide clear direction and focus. Fully participate in the agenda setting process for the WF CSB. Act as the voice of the CSB
2. Ensure that WF CSB, its Management Committee, Executive Committee, and any other sub committees are properly chaired, structured and run in accordance with agreed Constitution.
3. Encourage a culture, which seeks to ensure that the WF CSB and its members uphold the highest standards of integrity and probity and particularly the Seven Principles of Public Life set out in the WF CSB Constitution.
4. Set the style and tone of WF CSB discussions to promote effective decision-making and constructive debate in meetings.
5. Ensure that the WF CSB contributes and actively participates and comments on major strategic issues.
6. Ensure that actions and recommendations approved by the WF CSB and sub Committees are effectively implemented
7. Work closely with the other members of the board in order to ensure that the work of WF CSB and sub Committees are effectively implemented.
8. Work closely with the Administration to provide support and advice, whilst respecting the Administrator's responsibility for the day to day organisation of the WF CSB.
9. Address the training needs of the Board with a view to enhancing its overall effectiveness as a team. With the assistance of the CSB Administrator to identify any such training needs for members of the Board.
10. Ensure that the Vice Chair is fully briefed on all issues, working closely together to ensure the aims and objectives of the WF CSB are met.
11. Ensure that the executive members and board members are fully aware and are briefed on all issues, working closely together to ensure that the aims of the WF CSB are met.

**Role of the Chair of the Waltham Forest Community
Safety Board
(CSB)**

Continued

12. Work closely with the Treasurer to ensure that the financial reports required and are completed and submitted in a timely fashion.
13. Ensure that activity reports as required are completed, approved and submitted in a timely fashion.
14. Ensure that new members receive appropriate induction to the work of the CSB.
15. Promote the work of the WF CSB at given opportunities, if necessary making presentation to other public groups and assist with the identification of possible new members to the board.

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Role of the Vice - Chair of the Waltham Forest Community Safety Board (CSB)

The Vice Chair's responsibilities include: -

1. To support and assist the Chair in all areas, deputising for the Chair whenever necessary.
2. To assist the Chair to manage the business of the WF CSB to provide clear direction and focus. Fully participate in the agenda setting process for the WF SB.
3. To assist the Chair to ensure that WF CSB, its Management Committee, Executive Committee, and any other sub committees are properly chaired, structured and run in accordance with agreed Constitution.
4. To assist the Chair to encourage a culture, which seeks to ensure that the WF CSB and its members uphold the highest standards of integrity and probity and particularly the Seven Principles of Public Life set out in the WF CSB Constitution.
5. To assist the Chair set the style and tone of WF CSB discussions to promote effective decision-making and constructive debate in meetings.
6. To assist the Chair to ensure that the WF CSB contributes and actively participates and comments on major strategic issues.
7. To assist the Chair to ensure that actions and recommendations approved by the WF CSB and sub Committees are effectively implemented
8. To work closely with the other members of the board where necessary in order to assist the Chair to ensure that the work of WF CSB and sub Committees are effectively implemented.
9. Work closely with the Administration where necessary in order to assist the Chair to provide support and advice, whilst respecting the Administrator's responsibility for the day to day organisation of the WF CSB.
10. To assist the Chair where possible to address the training needs of the Board with a view to enhancing its overall effectiveness as a team.
11. To work closely with the Chair to ensure the aims and objectives of the WF CSB are met.

**Role of the Vice - Chair of the Waltham Forest
Community Safety Board
(CSB)**

Continued

12. To work closely with the Chair to ensure that the executive members and board members are fully briefed on all issues, working closely with board members to ensure that the aims of the WF CSB are met.
13. Assist the Chair with the compilation of any activity reports as required, and submitted in a timely fashion.
14. Assist the Chair with ensuring-- that new members receive appropriate induction to the work of the CSB.
15. Assist the Chair by promoting the work of the WF CSB at given opportunities, if necessary making presentation to other public groups and assist with the identification of possible new members to the board.

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Role of the Treasurer of the Waltham Forest Community Safety Board (WF CSB)

Purpose

To Oversee the finances of the WF CSB and present the Annual Financial Report to the CSB.

Responsibilities

1. Carry out the responsibilities of a member of the WF CSB.
2. Liaise with the Chair and the Administrator regarding the preparation of the Board budget.
3. Receive monitoring reports from the Administrator on the budget.
4. Ensure the correct financial policies are being followed.
5. Report to the WF CSB on the financial position of the WF CSB.
6. Prepare with the Chair and the Administrator any required financial bids or reporting forms.
7. Work closely with the Chair to ensure that the financial reports required and are completed and submitted in a timely fashion.
8. To work with the Administrator and Accountant to ensure that the Group is getting value for money from the Council who provide the CSB administrative support.

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