

Harlesden Neighbourhood Forum – Committee member role description

The Harlesden Neighbourhood Forum was set up in April 2015, consisting of local residents, businesses and community organisations with the aim of helping Harlesden to develop in a positive way. The Forum's objectives are:

- a) To prepare in partnership with the relevant local planning authority/ies a sustainable Neighbourhood Development Plan for the neighbourhood area.
- b) To plan and implement involvement of the wider community in the preparation, production and implementation of the Neighbourhood Development Plan;
- c) Promote and improve the social, economic and environmental well-being of the neighbourhood area
- d) To foster community spirit and pride in the process of creating the neighbourhood plan

As a committee member in the Forum you will have significant influence over the success of its work. You will influence the Forum's long-term strategy and be guardian of its ethos and values, stewarding income from supporters and institutions, influencing direction and assisting other parts of our work. You will ensure that the Forum is led and managed correctly and effectively, that we are working in the interests of everyone in Harlesden and that we're accountable to our stakeholders. All of this is essential to ensure the Forum's work is effective and impactful.

The duties of a committee member:

- To take part in meetings (according to the Forum constitution, a committee member cannot miss more than 3 in a row)
- To ensure that the Forum complies with its governing document, neighbourhood planning regulations and any other relevant legislation or regulations
- To ensure that the Forum pursues its objects as defined in its governing document
- To ensure the Forum uses its resources exclusively in pursuance of its objects: the organisation must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are
- To contribute actively to the committee members' role in giving firm strategic direction to the Forum,
- To safeguard the good name and values of the Forum.
- To ensure the effective and efficient administration of the Forum.
- To ensure the financial stability of the Forum.
- To protect and manage the Forum's resources and ensure their proper use
- Where relevant to recruit members and manage the membership for working groups
- To develop engagement plans/ Consult with the local community on the issues and potential policies
- Be an ambassador of the forum (i.e. promote our work and membership as widely as possible)

Other duties:

In addition to the above duties, each committee member should use any specific skills, knowledge or experience they have to help the committee reach sound decisions. This may involve:

- Scrutinising committee papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives
- Other issues in which the committee member has special expertise

Personal Qualities and Skills required for the role of committee member:

- Vision and Leadership: the ability to see the big picture, and to help create and, if necessary, re-set strategy and policy to help the Forum achieve its objectives.
- Advocacy, Stewardship and Integrity: the ability to serve and promote the interests and goals of the Forum without forgetting the interests of people who live and work within the Neighbourhood Plan area.
- Knowledge: the willingness to become thoroughly familiar with the Forum's business.
- Personal Commitment and Diligence: the willingness to take the necessary time and make the necessary effort to fulfil committee member responsibilities.
- Collegiality: the ability to work well with others and to show respect for the ideas and views of fellow members; the understanding that the Forum operates as a body.

Time commitment: on average 6-8 flexible hours per month plus attendance at meetings. These positions are voluntary and unpaid.