Officer Nomination Form 2015

The Torquay Neighbourhood Forum is currently seeking nominations for Chairperson and Communications Officer (see role descriptions overleaf).

The constitution of the Forum states:

Officers of the Forum are to be a Chairperson, Vice Chairperson, Communications Officer and Treasurer to be elected by the steering group of the Forum on an annual basis. The Forum will appoint these officers from non-council members of the Forum. The Officers will be supported by a Secretary.

Nominees must be Forum members, they do not need to be current Steering Group members.

Nominators must also be Forum members, they do not need to be current Steering Group members.

Please ensure you have the permission of the person you are nominating and they are willing to undertake the post for which you wish to nominate them.

Nomination for Chairperson……..

Nomination for Communications Officer……

Nominated by:……

Address: ……

Seconded by:……

Address: ……..

Please return this form to Tracey Cabache at the Torbay Community Development Trust,

4-8 Temperance Street, Torquay, TQ2 5PU or via email to traceycabache@torbaycdt.org.uk

By midnight on Monday 16th February 2015

For any further information please call: 01803 212638

The Torquay Neighbourhood Forum was set up to produce the Torquay Neighbourhood Plan in as timely a fashion as possible to further the social, economic and environmental well-being of individuals living, or wanting to live, in the area. The Forum must ensure full community involvement in all work relating to the Neighbourhood Plan.

The Forum is managed by a Steering Group consisting of:-

(a) An Executive Committee made up of the Forum Chairperson, Vice Chairperson, Communications Officer, and Treasurer;
(b) the Chairperson, or designated representative of each of the Community Partnerships of the Neighbourhood Area;
(c) up to 4 Councillors ensuring a political balance.
(d) other members of the Forum determined by the Forum from time to time, and co-opted if necessary.
(e) All members of the Steering Group will represent a wider network. There will be no individual members of the Steering Group.

The Chairperson will:-

- be the chief presiding officer, call and chair meetings of the Forum and the Steering Group;
- Have the casting vote in any tie of votes only;
- be the Forum's spokesperson with external organisations and individuals. Should the Chairperson feel it necessary to express a personal opinion on any matter regarding the Neighbourhood Plan and its wider context they should make it clear this is a personal opinion and not that of the Forum Steering Group, not the Forum as a whole;
- have the power to take decisions on urgent matters between meetings of the Forum, in consultation with at least one other committee member, and communicate these decisions as soon as possible to the Steering Group;
- provide leadership and motivation, and facilitate the involvement of the community of Torquay in the Neighbourhood Forum;
- Enforce the Constitution and ensure meetings are conducted efficiently, fairly, and harmoniously;
- Report to the Forum on all related administrative matters in conjunction with the officers of the Council.

The Communications Officer will:

- Be responsible for general communications on the work of the Neighbourhood Forum;
- Oversee the consultation and campaign activities of the Forum;
- Update and maintain the Forum website;
- Oversee the Forum's social media presence.

For further information see http://torquaynp.org/.