



Lancaster District Local Strategic Partnership

LDLSP Information Sheet No 11

7 April 2009

Dear LDLSP member or supporting officer,

Please find enclosed the following items of information regarding the election of LDLSP Chairpersons.

Election of LDLSP Chairpersons

As I am sure you are aware, the LDLSP year runs from 1 April to 31 March, and the LDLSP Constitution requires each LDLSP body to appoint a Chairperson and Vice-Chairperson from among their number at the first meeting of the financial year.

The LDLSP Secretariat would like to request that all LDLSP Thematic Groups ensure that the election of Chairperson and Vice Chairperson is included upon the agenda of their first meeting of this new financial year.

If any thematic groups or individual chairpersons or voting members require guidance from the LDLSP Secretariat, we encourage you to contact us.

For anyone interested in standing as a Chairperson or Vice Chairperson, the details below clarify requirements and responsibilities.

Requirements for Chairperson/Vice Chairperson

- The Chairperson and Vice-Chairperson of a thematic group must be voting members of the thematic group

Role and Responsibilities of Chairperson/Vice Chairperson

Chairperson:

- Liaise with supporting officer and thematic group administrator to ensure that agendas and items for meetings are put together and circulated 5 working days in advance of meetings
- Chair thematic group meetings
- Liaise with other thematic group chairs where appropriate – e.g. with regard to crossover action plans and joint funding bids
- Sign off the minutes of meetings prior to their online publication on the LDLSP website
- Attend LDLSP Management Group meetings (details of these can be obtained from the LDLSP Secretariat)

Vice Chairperson:

- To cover the above responsibilities in the absence/unavailability of the chairperson