



## PROTOCOL FOR THE CONDUCT OF CHAIRMAN

In addition to the statutory role (for example presiding at meetings of the Town Council), the Chairman may act in a representative role on behalf of the Town Council and/or the Town Council at local and other functions.

As Town ambassador, the Chairman may undertake such additional roles as they may consider in the interests of the Town Council or inhabitants of the Town which may include:

- Support for local charities and their fund-raising events
- Civic Parades
- School visits
- Presenting flowers for memorial birthdays and anniversaries
- Receptions for visitors
- Promoting the Town and defending its interest locally and nationally
- Promoting the Council's aims, objectives and vision
- Involvement with local non-profit organisations and the community

Whilst undertaking the ambassadorial role, the Chairman shall adhere to the following guidance:

**Decorum** – to act and conduct themselves as an ambassador of the Town Council and the Town and not bring the Town Council or Town into disrepute.

**Respect for Others** – the Chairman will at all times show due respect for all individuals and organisations irrespective of any personal opinions.

**Non-Political** – not to engage in any political activity or make any politically motivated statements whilst representing the Town Council or Town as Chairman.

**Dress Code** – to adhere to any dress codes specified in invitations; otherwise to dress in a formal manner commensurate with the dignity of the office. Casual dress should only be adopted if specific to the event to be attended.

**Council Policy** – to adhere to any relevant Town Council policies and not attend any function or otherwise give support to any organisation or person, whose objectives are contrary to Town Council policy and/or law.

**Personal Interests** – not to solicit engagements or visits at home or abroad or otherwise procure favours by virtue of the office.

**Precedence** – to observe due precedence when attending events in company with dignitaries.

**Advice** – to have due regard to any advice which may be given by the Town Clerk.

**Civic insignia** – to exercise due diligence and care to maintain the Chairman's emblem in good and safe condition, and to pass it on at the election of a new Chairman.

Any breach of this protocol may constitute a breach of the Totton & Eling Town Councillor Code of Conduct.