

Ward Panel Chair - Job Description.

- **Chair panel meetings, every couple of months**
- **Manage the meeting dates with Police officers, councillors and others**
- **Maintain a list (and email list) of members, to notify them of meetings, etc.**
- Draw up a simple Agenda for meetings
- Twist someone's arm so they take the minutes at meetings.
- Work with the minutes secretary to distribute minutes of meetings.
- Do everything you can to keep the meetings friendly, useful and productive.
- Act as an informal contact point for officers and panel members
- Represent the panel at occasional meetings (e.g. cluster panel meetings)
- Recruit new members from time to time
- Manage your succession, and support your successor.