

**ROLES AND COMMITMENTS** for Co-chairs of the Causeway Coast and Glens Community Engagement Platform

At the second meeting of the Causeway Coast and Glens Community Engagement Platform held on the evening of 27th November 2018, it was agreed by those present that the Platform will have a flat structure with two elected joint or Co-chairs to facilitate meetings and represent the community and voluntary sector on the Causeway Coast and Glens Community Planning Strategic Partnership, as Support Partners for Community Planning. The Community Engagement Platform report to the Community Planning Strategic Partnership through the elected Co-chairs.

Co-chairs will be agreed by nomination and voted for by Community Engagement Platform participants – one vote per organisation attending the selection meeting. Sufficient notification of nomination of Community Engagement Platform Co-Chairs will be given to the community and voluntary sector through existing Council Community Development/ Community Planning registers and other Community and Voluntary registers available.

Co-chairs will hold the position for one year only but can stand for nomination again. Organisations can only hold the role of Co-chair for a maximum of two successive years. Community and Voluntary sector members who nominate do so with knowledge of the sector and are not there to represent their own individual organisation.

Please refer to the Values and Terms of Reference document for further information.

The Co-chairs will be expected to undertake the following roles and responsibilities: -

* To co-chair and facilitate Community Engagement Platform (CEP) meetings to take place quarterly.
* To liaise with fellow Chair to carry out all aspects of the role.
* To liaise with Council administrative staff regarding practical arrangements for CEP meetings – setting agenda, distributing papers, agreeing venue etc.
* To represent the community and voluntary sector through the Community Engagement Platform as Support Partners at Causeway Coast and Glens Community Planning Strategic Partnership meetings which take place quarterly.