**The Role of a Council Member**

This document outlines the main requirements that will be expected for those persons who are successfully elected/appointed by constituents as an ECFA Council Member.

**The Role of a Council Member:**

1. **To positively represent those that have elected you onto Council and complete the**

**ECFA Council Member Induction**

* To undertake the Council Member Induction within 30 days of being appointed into role.
* To debate issues reflecting the views of those whom you represent, but to act in the best interests of the ECFA.
* To accurately and positively disseminate information from Council to your constituents (having due regard to any confidential information which is provided to you).

1. **To serve on Working Groups, Commissions and as County Cup Appointment Officers**

* To attend meetings of Council, Commissions (Disciplinary and Regulatory) and working groups on which you are appointed to serve.
* To participate constructively in, and positively promote the good governance of the ECFA.
* To provide relevant expertise, skills and knowledge.
* To contribute to debate and the decision making process in order to resolve issues and further develop the game in Essex.

1. **To represent ECFA at Representative Team fixtures and act in an ambassadorial role at local, regional and national events.**

* To attend a minimum of 2 representative fixtures per season.
* To conduct yourself in a manner which preserves the good reputation of the ECFA.
* To avoid situations which are likely to bring yourself and/or the ECFA into disrepute.

1. **To always act in accordance with the provisions of the ECFA’s Code of Conduct and attend any training courses as required.**

* Required or identified training courses will be advised where necessary.

1. **To embody and portray the UNITE Values of the organisation in all duties, responsibilities and representative roles.**

* **U**nderstanding - *We are supportive, empathetic and knowledgeable, using insight and data to drive decision making.*
* **N**ew Innovation - *We are pro-active and creative to improve existing formats of football and explore new ways of delivering football.*
* **I**ntegrity - *We are fair, honest, reliable and accountable and commit to “doing what we said we would do”. Ensuring equality and diversity to develop football for all and ensure all those who wish to be involved are supported & encouraged.*
* **T**eamwork - *We work collaboratively and inclusively with each other across all areas of the business and with our partners across the game to optimise all our opportunities.*
* **E**xcellence - *We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers*

**Skills, Knowledge and Experience**

The following attributes are Essential across the membership of the ECFA Council.

* A broad knowledge of grassroots football matters of the area that you represent.
* A sound understanding of the modern game of football in its various forms and of the structures and processes within football.
* The ability to articulate and debate matters in an open format at ECFA Council meetings.
* The ability to clearly and articulately represent the views of those that you represent.
* The ability to communicate, in verbal or written form, in a timely manner that can be easily understood.
* The ability to speak, present and network in an ambassadorial role.
* The ability to mix with a diverse group of people in a wide variety of situations.
* The ability to build and maintain productive working relationships with others (including other Council members, ECFA staff and colleagues from across the football family).
* The ability to challenge the present to build the future, whilst always being respectful of the views, knowledge and experience of others.
* A willingness to act in the best interests of the ECFA without regard to personal interest or benefit.

**Time commitment**

The level of commitment that Council Members are required to make largely depends on the number of Working Groups and Commissions to which you are appointed.

Working group meetings and Commissions are held as required and are usually at the County office on a weekday evening.

As a minimum Council members are required to:

* Attend each meeting of Council - of which there are a minimum of 4 per year plus the Annual General Meeting. Council meetings are normally held on a Friday commencing at 7.00pm.
* Make themselves available for Commission Hearings.
* Make themselves available to be County Cup Appointment Officers.
* Make themselves available to attend Representative Fixtures.
* Make themselves available to attend County Cup Fixtures.

Average time commitment per month is circa 5 – 10 hours.