

## **COUNCILLOR DUTIES**

- 1) Attend meetings of Council: you should receive notifications via the OnBoard platform.
- 2) You are allowed to miss up to four meetings in the school year; if you miss a fifth, you will lose your seat.
- 3) If you cannot attend, send a proxy; this ensures representation for your Constituency, but it still counts as an absence.
- 4) Attend meetings of any committees you are on.
- 5) Any confidential information you acquire, for instance during closed (in camera) sessions, must be kept confidential.
- 6) Declare any conflicts of interest you have: for instance, if you run a company that has dealings with the AMS.
- 7) Read the documents circulated to Councillors.
- 8) Speak up during meetings: ask questions, present your point of view. You're a member of the Board of Directors: your views count.