

## **ROLE DESCRIPTION – CROFTING COMMISSION MEMBER**

### **Key Purpose/Role**

- To represent the views and interests of the Crofting Commission, to deal with all business and representations fairly and without prejudice;
- To contribute actively, within the Commission's strategic decision making structures, to the formation and scrutiny of the Commission's policies, budgets and strategies and of the Crofting Commission's service delivery and financial performance; and
- To promote the best interests of the Crofting Commission in the crofting counties;
- To ensure the Commission has policies in place to deliver fair, reasonable and transparent decision on regulatory matters affecting crofters, their landlords and any other parties with legitimate interest;
- To advise the Scottish Ministers on any matter relating to crofting

### **Key Tasks/Accountabilities**

- To represent and act as an advocate for the interests of the Commission;
- To develop efficient and effective protocols for the resolution of regulatory cases through a combination of delegation and collective personal involvement;
- To ensure appropriate standards of corporate governance in the work of the Commission and the organisation as a whole, including observance of collective responsibility for Commission decisions;
- To liaise and work with local organisations and representative groups to further the interests of the Crofting Commission;
- To engage with regulatory casework, including final decisions on cases and conducting public hearings, in accordance with protocols set by the Commission;
- To undertake representative tasks on behalf of the Commission including local meetings with communities and Commission Assessors, participating in conferences and seminars on behalf of the Commission;
- To ensure compliance with all statutory requirements relating to the Commission;
- To participate effectively and objectively as a member of any Committee, Sub-Committee or Working Group to which appointed, including related responsibilities for the services and any resources falling within that body's terms of reference;
- To support the development of an effective working relationship with the Convener, Vice-Convener, other Commission Members and staff and with staff of the Crofting Commission;
- To comply with the Code of Conduct and statutory standards for elected and appointed Members;
- To observe and comply with the Commission's Standing Orders Relating to the Conduct of Meetings, the Scheme of Delegation, Administration to Committees, Sub-Committees, protocols and officers;
- To undertake appropriate training and development.

## **ROLE DESCRIPTION – CONVENER OF THE CROFTING COMMISSION**

In addition to the roles, tasks and responsibilities expected of Commission Members, the following is expected of the Convener –

### **Key Purpose/Role**

- To represent the Commission on public occasions;
- To provide strategic leadership in relation to policy formulation, implementation and monitoring of the Commission's policies, budgets and strategies, scrutiny of service delivery and financial performance; to contribute to the effective governance of the Commission; and to monitor the performance of the Chief Executive;
- To provide strategic leadership with clear direction and guidance to promote the best interests of the Commission and the crofting community;
- To chair meetings of the full Commission and allocated Sub-Committees and Working Groups (when present), to ensure that they are undertaken in line with the Commission's Standing Orders Relating to the Conduct of Meetings, Scheme of Reference and Delegation to Committees, Sub-Committees/Working Groups and Officers;
- To advise Scottish Ministers and respond to any requests for such advice that relates to Crofting
- To represent the Commission on any public boards or forums as appropriate;
- To develop links and maintain partnership working with other agencies and to ensure that matters relating to crofting are advanced.

### **Key Tasks/Accountabilities**

- To ensure that decisions are taken properly, openly and, where appropriate, publicly;
- To liaise with the Chief Executive in discussions and negotiations with national bodies;
- To provide an external focus for the views of the Commission in handling media and press enquiries;
- To ensure that Members of the Commission are treated responsibly and responsively at all times;
- To maintain and promote the highest standards of conduct in the Commission's affairs;
- To develop and maintain effective working relationships with Commission Members and staff of the Crofting Commission;
- To have an overview of corporate and cross cutting risks/issues as they impact on the Commission and the community; and
- To promote and support open and transparent government.

## **ROLE DESCRIPTION – VICE-CONVENER OF THE CROFTING COMMISSION**

In addition to the roles, tasks and responsibilities expected of Commission Members, the following is expected of the Vice-Convener –

### **Key Purpose/Role**

- To represent the Commission on public occasions as required;
- To support the Convener in providing strategic leadership in relation to policy formulation, implementation and monitoring of the Commission's policies, budgets and strategies, scrutiny of service delivery and financial performance; and to contribute to the effective governance of the Commission;
- To support the Convener in providing strategic leadership with clear direction and guidance to promote the best interests of the Commission and the crofting community;
- To chair meetings of the full Commission, in the absence of the Convener, and meetings of allocated Sub-Committees and Working Groups, to ensure that they are undertaken in line with the Commission's Standing Orders Relating to the Conduct of Meetings, Scheme of Reference and Delegation to Committees, Sub-Committees/Working Groups and Officers;
- To represent the Commission on any external bodies to which appointed and to substitute for the Convener on external bodies where appropriate; and
- To develop and maintain partnership working with other agencies.

### **Key Tasks/Accountabilities**

- To ensure that decisions are taken properly, openly and, where appropriate, publicly;
- To liaise with the Convener and the Chief Executive in discussions and negotiations with national bodies;
- To support the Convener in providing an external focus for the views of the Commission in handling media and press enquiries;
- To ensure that Members of the Commission are treated responsibly and responsively at all times;
- To maintain and promote the highest standards of conduct in the Commission's affairs;
- To develop and maintain effective working relationships with Commission Members and staff of the Crofting Commission;
- To have an overview of corporate and cross cutting risks/issues as they impact on the Commission and the community; and
- To promote and support open and transparent government.