



**PERSON PROFILE  
MAYOR OF THE BOROUGH (TO BE USED TO SELECT THE MAYOR)**

<b>Personal Attributes</b>	<b>Essential (E) or Desirable (D)</b>
<p><b><u>TRAINING</u></b></p> <p>Public speaking/speech writing Chairmanship</p>	<p>D D</p>
<p><b><u>EXPERIENCE</u></b></p> <p>Served as a Councillor for at least 4 years</p> <p>Acted as a Chairman of a Committee or a Working Group for at least one year</p>	<p>E D</p>
<p><b><u>SKILLS/KNOWLEDGE/APTITUDES</u></b></p> <p>Good oral and written communication skills Excellent inter-personal skills Ability to relate to people from a wide range of backgrounds Good knowledge of the Councils Constitution with particular reference to the Rules of Procedure for the Council meeting Ability to write speeches Experience of making speeches or speaking to large groups</p>	<p>E E E E D E</p>
<p><b><u>SPECIAL REQUIREMENTS</u></b></p> <p>Flexibility and willingness to attend a wide range of engagements/events in the day and evening Prepared to abide by the Protocols and follow the Guidance relating to the office Willingness to act impartially and in a non-political manner</p>	<p>E E E</p>