

ALDERMAN

JOB DESCRIPTION

Appointment:	<ul style="list-style-type: none">• Elected by the electors of his/her Ward
Overall Responsibilities:	<ul style="list-style-type: none">• To serve as a Member of the Courts of Aldermen and Common Council and participate in the associated activities• To use the experience gained to prepare for higher office

Main Tasks and Responsibilities

To support the Mayoralty and Shrievalty to best effect.

To work co-operatively with the other Aldermen as a team and support the decisions of the Court of Aldermen.

As a Member of the Court of Common Council, to attend its meetings (approximately 10 each year) and to support the work of the City of London Corporation and participate in the activities of the various committees.

To represent the Lord Mayor, on a rota basis, at the Central Criminal Court and, as such, to assist in entertaining Her Majesty's Judges at lunch and accompanying them into Court immediately thereafter; the rota system entails approximately 10 such duties per year.

To act as one of the two Aldermen required to attend meetings of the Common Council, on a rota basis, in order to ensure that the meetings are quorate.

To serve as a Magistrate, normally on the City Bench.

To carry out such obligations as the Lord Chancellor may from time to time stipulate for both newly appointed Magistrates and officiating Magistrates in relation to training, attendance at Courts and visits to prisons and other institutions.

To serve, personally or by appointment by the Court of Aldermen or the Court of Common Council, as a trustee, governor and/or representative on a variety of schools, hospitals, charitable foundations and trusts.

To act as the Returning Officer for non-Aldermanic City elections held within his/her Ward.

To form part of the team of elected Members for his/her Ward working closely with the Ward Deputy.

To participate in the life and activities of the Livery company(s), Guilds, Ward Clubs and charitable institutions of which he/she is a member.

To inform the Court of Aldermen of any professional, business or domestic matter which might cast doubt on his/her ability or suitability to continue as an Alderman and/or which might attract adverse publicity either to him/her or to the City of London Corporation, or both.

To seek formal leave of the Court of Aldermen for any continuous period of absence abroad or non-availability to perform the duties of the Office of Alderman which might exceed four weeks.

To be aware that there is an expectation that an Alderman will use the experience gained as a Member of the Court, and pay close attention to the requirements of the job and person specifications relating to the Aldermanic Sheriff and the Lord Mayor, as part of the preparation for higher office, including undertaking such training in public speaking, press and television interview techniques and similar material including networking amongst the City and business community as may be necessary and desirable.

ALDERMAN

PERSON SPECIFICATION

Essential	Attributes	Other Expectations
<p>Electoral Requirements</p> <ul style="list-style-type: none">• aged 18 years or more• British subject• Freeman of the City• at the time of nomination and election, considered suitable by the Lord Chancellor's Advisory Committee for appointment as a Justice of the Peace on the City Bench• to submit to re-election within a 6-year period	<p>Personal Attributes</p> <ul style="list-style-type: none">• knowledge of the history and traditions of the City, its institutions and the Livery• knowledge or experience of the Business City• absolute integrity, both personal and professional• a record of high professional achievement• drive and commitment• personality• good public speaking ability• socially at ease, articulate, diplomatic and politically astute• ability to work in a team• the potential to develop the skills and qualities required for higher office and the dedication to work towards, and prepare for, such an eventuality <p>General Attributes</p> <ul style="list-style-type: none">• to be prepared to participate, as part of the preparation for higher office, in a system of regular appraisal by the Court of Aldermen	<p>There are financial implications to carrying out the Office of Alderman and preparing for higher office.</p> <p>There is a time commitment to undertaking the Office of Alderman which equates to approximately one to 1¹/₂ days per working week together with a number of evening functions which average one or two per week. The time commitment increases as candidates approach the offices of Sheriff and Lord Mayor</p>

