

ORGANISATION NAME: _____

CONTACT NAME: _____ ORGANISATION TYPE: _____

EMAIL: _____ TEL: _____

Appointee Role Title:	
Responsible to:	
Where (Location):	
Time commitment (frequency of meetings, time of day etc.):	
Role description (eg, trustee, director, advisor etc):	
Main tasks and responsibilities (including any budget and financial matters)	<ul style="list-style-type: none">•
Required skills, abilities, qualities and experience	<ul style="list-style-type: none">•
Induction, training and support available	<ul style="list-style-type: none">•
Any other requirements of the organisation from the appointee	<ul style="list-style-type: none">•
Any restrictions on information sharing between the organisation and the council	
Any personal liabilities, accountabilities or legal responsibilities involved in the role	
Is the councillor insured/indemnified by the organisation? If yes, please forward a copy of the insurance documentation.	

Return completed form to: John Armstrong, Democratic Services Manager, Guildford Borough Council, Millmead, Guildford GU2 4BB Tel: 01483 444102 Email:john.armstrong@guildford.gov.uk

TO BE COMPLETED BY THE COUNCILLOR

NAME: _____ ORGANISATION: _____

Please set out below the relevant experience, skills and qualities that you would bring to this appointment taking into account the requirements of the organisation

Skills	
Experience	
Qualities	
Other comments	