

## TEMPLATE FOR LO1

### Header

Date

Learner number

Name

**LO 1 A CiLCA qualified officer understands the roles, responsibilities and duties of the council and of the individuals involved in the work of the council.**

**The named council:**

#### **The council**

Role	A summary or overview of the role
Legal basis	The legal reference for the council's existence
Responsibilities	What is the council responsible for?
Duties	What must the council do by law? (Two duties <sup>2</sup> )

#### **The clerk**

Role  
Legal basis  
Responsibilities  
Duties

#### **The chairman**

Role  
Legal basis  
Responsibilities  
Duties

#### **A councillor**

Role  
Legal basis  
Responsibilities  
Duties

#### **The RFO**

Role  
Legal basis  
Responsibilities  
Duties

### Footer

Word count

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<sup>2</sup> These legal references can be inserted as footnotes.