

## CILCA Session one recap notes

Today we discussed:

- What CiLCA is
- How to build your portfolio
- Time required
- How to use the yellow book
- Footnotes, annotations and how to layout your work

### Attachments

1. Recap notes for session 1
2. CiLCA Training plan – Students – this is the order in which I have planned to complete all the learning outcomes so you know what to expect. But I will email you in advance to advise what you need in order to prepare.
3. CiLCA Completion dates template – feel free to use this or not. It may help you to keep track of when we complete LO's in class, when you complete the work and when you submit then. I found this a useful tool especially as we didn't follow the portfolio in numerical order.
4. Annotations – this is page 8 from your portfolio as a separate document
5. Guidance notes for laying out your portfolio
6. List of policies and documents councils are required/recommended to have
7. Templates for LO1-4. *There will not be templates for every LO but where we have them I will share them.*
8. LTN 2 & 5E

## LO1

Summarise each of the 5 roles

- Clerk (*example given during training*)
- RFO
- Chairman
- Councillors
- The Council

Ensure you note the relevant statute for each role in the body of the text. (see template)

List 2 duties and note the relevant statute for each role (as a footnote)

List responsibilities for each role

Chapters 6-9 in your yellow bible will help

*(Template included)*

## **LO2**

Write a report for your named council.

- Include references as a footnote (optional).
- Ensure the report is clear and concise.
- Give options/recommendations to the Council
- Although no word count, ensure it is a short report.

*(Template included)*

## **LO3**

List all your policies in a table. You must include:

- Policy
- Date adopted
- Date reviewed
- Legal reference (if applicable) – include this in the table, not footnote.

Remember this will be a useful working document for you and your Council not just as an exercise for your portfolio

If you do not have a policy, you may include it in your list and include the date you will be taking it to the Council.

You will need to go back to this document to review dates before submitting this to EMMA.

*(Template included)*

## **LO4**

You may already have promotional material for the Council following elections. You may use these for this LO. Remember, it must be clear and concise and include an illustration e.g. Council logo

There is no word count for this LO.

## **Summary**

Try to get as much done for these LO's before the next session. We will have time to discuss what we found difficult and what we found easy at the beginning of the next session.

You may send me pieces of your work to check you're on track but I cannot comment on the accuracy.

I am available to provide support to you during the whole of this course, drop me an email or give me a call.