

## **Top Tips for newly elected Civic Mayors**

1. Please ask for help when you need more information. We recognise that this is a new position to you that you might not have been in before and we as civic officers are there to support and help you in your role.
2. Be innovative. You do not need to follow in your predecessor's footsteps. You are now in this role and you can try out new things and ways of working.
3. Remember that you are the mayor 24/7. You must always remember that the way you act, dress and behave might impact on the council.
4. Have clear aims and objectives of what you want to achieve during your year as mayor. Best is to start backwards and think about where you want to be in 12 months' time. That way you can hit the ground running and bring value to the council.
5. Use training opportunities as these will further enhance your skills, knowledge and networking.
6. Practice both speaking and listening skills. You will be required to speak in public at both announced and unannounced times, but you will also be required to attend events where you need to be the listener.
7. Don't worry so much about fundraising as this is only a small part of your job as mayor. Fundraising is more than money; it is also about being the link and the value that it brings to communities and the council.
8. Be careful and mindful about time management. You have the right to a personal life and your well-being is very important. We do not want you to burn-out during your time as mayor!

9. Allow your deputy to deputise. Learn to delegate with trust. This will encourage succession planning and you will be a good mentor to your deputy.
10. Be reliable and consistent. Do not cancel accepted appointments if you get another invitation that looks more lucrative or exciting! This creates problems and do not look good to those who have been left in a lurch!
11. When you attend functions or appointments, do your homework and know the protocol that goes with this appointment. Get to know your communities and what matters to them. Get to know their religious days and festivals as well as their protocol to ensure you do not offend some community members.
12. Lastly, have fun being the mayor!

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