

Terms of Reference: Association of Monitoring Officers

1. Name

The body shall be known as the **Association of Monitoring Officers (AMO)**, operating as a professional membership organisation and as a committee of the board of the parent **body, Lawyers in Local Government (LLG)**.

2. Purpose and Objectives

The **Association of Monitoring Officers** exists to:

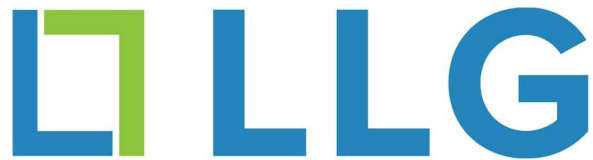
- Promote excellence in local government governance.
- Provide a professional forum for Monitoring Officers, Deputy Monitoring Officers, and aspiring Monitoring Officers.
- Influence national policy and legislative developments affecting local government governance.
- Support professional development, peer learning, and ethical standards.
- Represent the interests of Monitoring Officers within LLG and externally.

3. Relationship with LLG

- The AMO Committee is a formal committee of the LLG Board and operates within the LLG governance framework.
- AMO shall report to the LLG Board through its Chair, who will also be a director of Lawyers in Local Government and have a seat on the LLG board.
- LLG shall provide administrative support, communication channels, and access to resources.
- AMO may make recommendations to LLG on matters affecting Monitoring Officers and governance practice.

4. Committee Structure

4.1 Composition



The AMO Committee shall consist of 10 members:

- **Chair** – the National Lead Monitoring Officer elected by the Directors of the LLG board to represent the Monitoring Officer national lead group.
- **Welsh Representative Monitoring Officer** elected by the Welsh members of AMO.
- **Two non-legally Qualified Monitoring Officers** elected by the AMO membership
- **Up to 6 Committee Members** who are monitoring officers elected by the AMO membership:
 - 4 Legally Qualified Monitoring Officers
 - 2 Monitoring Officers from either a legally qualified or a Democratic Services Background
- **Elections** will take place in accordance with the AMO Elections Policy to be determined from time to time by the committee in agreement with the Board of LLG.

Support – Meetings will be supported by the Programme Director of the Professional Body and a member of the LLG staff responsible for agendas, minutes, and communications.

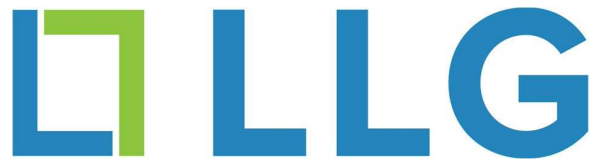
4.2 Term of Office

- Committee members shall serve for a term of **four years**, renewable once.
- Elections shall be held annually for any vacant positions.

5. Delegated Powers

The AMO Committee shall have delegated authority to:

- Organise professional development events, webinars, and conferences.
- Develop and publish guidance, position papers, and best practice documents.
- Develop policy in harmony with LLG policy positions
- Establish working groups or task forces on specific governance issues.



- Represent Monitoring Officers in consultations and stakeholder engagements.
- Direct member communications.
- Develop services for members (Organise helplines for members)
- (Manage) Schedule of Delegated authority over the AMO Budget established from time to time by LLG
- Make recommendations to the LLG Board about charges to be made by AMO.

All financial decisions and policy positions must be approved in accordance with LLG's governance protocols.

6. Membership

6.1 Eligibility

Membership is open to full LLG Members who are:

- **Monitoring Officers** currently serving in local government.
- **Deputy Monitoring Officers** currently serving in local government.
- **Aspiring Monitoring Officers who are currently or have previously been on the LLG Inspire programme**, including lawyers and governance officers working in governance roles with a clear career trajectory toward the Monitoring Officer role.

6.2 Rights and Responsibilities

- Members may attend meetings, vote (where applicable), and stand for committee roles.
 - Members are expected to uphold the principles of good governance, integrity, and professional conduct.
 - Members shall pay any applicable fees as determined by LLG.
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7. Meetings

- The Committee shall meet **quarterly**, with additional meetings as required.
- An **Annual General Meeting (AGM)** shall be held for all members.
- Minutes shall be recorded and shared with LLG and members.



8. Review and Amendments

- These Terms of Reference shall be reviewed **annually**.
 - Amendments may be proposed by the Committee and must be approved by the LLG Board.
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