

Appendix 7 PPN User Guide (March 2017)

Role of the Representative is to

- Attend and participate fully in meetings of the Linkage Group and Board or Committee, including any subgroups to which they may be appointed
- Bring forward the issues of the Linkage Group to the Board or Committee for their consideration, including putting items on the agenda. They are not there just to represent their own group or agenda.
- Work collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
- Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as
 - Dates of Board or Committee meetings
 - Agendas for Board or Committee meetings
 - Reports and Feedback from Board or Committee meetings
 - Items which require their input or are of interest
- Network and work strategically with other Board or Committee members for the benefit of the Linkage Group and of PPN, including being able to compromise while retaining the core objective.

Responsibilities of the Representative are to

- Organise Linkage Group Meetings and effective two way communications with Linkage Group members [with the support of the resource worker]
- Be able to use basic electronic communications effectively (i.e. email and internet browsing)
- Prepare thoroughly for, attend and participate actively in Linkage Group and Board or Committee meetings solely on behalf of PPN, leaving any personal, business or political interests outside
- Work openly and collaboratively with all Linkage Group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed.
- Put forward opinions / views of Linkage Group to The Board or Committee and feedback clearly (non-jargon) to the Linkage Group
- Attend relevant training or networking events organised by PPN or the Committee.
- Be open and honest in dealings with all stakeholders
- Build positive relationships with other committee members for the benefit of the PPN.
- Portray the PPN and the Linkage Group in a positive and constructive way.

Rights of the representative are to

- Have active engagement from the Linkage Group, including timely responses to issues.
- Be heard and respected at both the Linkage Group and Board or Committee, with an appreciation that they are a volunteer.

- Be supported by both Linkage Group and Board or Committee members, understanding that PPN is a new and evolving process.
- Have access to an agreed outcome statement from meetings which can be circulated immediately afterwards.
- Receive relevant training to enable them to participate effectively on the Board or Committee
- Receive expenses for attending Board or Committee meetings including any subgroups and relevant training.
- Have at least some meetings held at a time and location which facilitates them.
- Receive an induction pack for the Board or Committee on taking up appointment to include
 - Terms of reference
 - Standing orders /procedures
 - Meeting schedules, locations and times
 - Contact details for all Board or Committee members
 - Access to technical support where required
 - Receive timely notice of meetings (at least two weeks in advance, and more if possible) including
 - Dates and venues
 - Agenda
 - Documents to be read
- Have meetings conducted in a way that facilitates participation, open discussion and transparent decision making.