

Role Description – meeting Chair or Vice-Chair

The Chair and Vice Chair shall be elected by the group for a period of two years. No one person should hold either office for more than four years.

Responsibilities include:

1. Attending meetings and events; including meetings with staff and the Board, and participating in the AGM.
2. Proactive involvement in projects (whether through own involvement or via another member).
3. Leading on formulating the response when asked for comment on national consultations.
4. Inviting specialists to attend meetings when required by the network including staff and Board.
5. Ensure participants are aware of the purpose of the meeting.
6. Guiding the meeting according to the agenda and time available.
7. Ensuring all discussion items end with a decision, action or definite outcome.
8. Ensuring that all meeting etiquette rules are followed.
9. Review and approve the agenda and draft minutes before distribution.

Adapted from Healthcare Quality Improvement Partnership
Service User Network Terms of Reference
February 2019