

## **ROLE DESCRIPTION OF THE CO CHAIR SPCN MANAGEMENT BOARD(MB)**

SPCN is a well-informed, connected and empowered community of families of children and young people with disabilities or additional needs, working in partnership with service providers to create quality services and co-production of policies that meet the needs of all parent carers and their children.

The MB meets on a regular cycle throughout the year and at the first meeting following the AGM three officers are appointed – Co- Chairs(2) and a Treasurer( see separate role description for the Treasurer). The term is for the year which runs in between AGMs and re selection is possible for a further 2 terms, after which the individual must step down for a year.

### **The Co Chairs will**

- share equal leadership responsibility to safeguard the governance, reputation and effectiveness of the Forum
- provide each other with mutual support, drawing on strengths, interests and abilities to divide the workload and be mindful of issues that may affect availability
- share the responsibility with all other MB members for the successful delivery of the aims of the Forum and good partner relations at a local, regional and national level
- communicate regularly with the Treasurer on all financial matters (*one could lead on this aspect if preferred*) and oversee all the grants that are paid to the organisation in terms of applications and monitoring returns
- represent the joint decisions of the group, being the spokesperson in all dealings with others (*or delegating this responsibility in some instances*) and provide a consistent point of contact
- be open, professional and responsive at all times, free of conflict of interest with any other roles (*or be appropriate in declaring them*)
- work encourage active participation
- involve everyone on the MB and any parent carer representatives, as well as the paid staff member, by communicating consistently and having a clear, regularly updated workplan
- agree the agenda for each MB meeting in advance so that it is circulated to all
- coordinate and plan for the AGM
- take a lead role in the management of any inquiries into any complaints in keeping with the Forum's policy and procedures