

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 two or three officers are appointed – a Chair or Co-Chairs(2) and a Treasurer. The term is for the year which runs in between AGMs and re selection is possible.

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 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 and provide a consistent point of contact
- be open, professional and responsive at all times, free of conflict of interest with any other roles
- 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

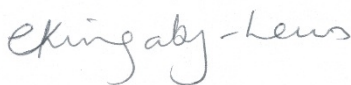
Monitoring and review

This role description is to be reviewed on an annual basis.

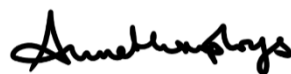
Date discussed at SPCN Management Board: 13th May 2020

Date Agreed by SPCN Management Board: 13th May 2020

Signed:



Clare Kingaby-Lewis
Co-Chair



Anne Humphrys
Co-Chair

Date policy will be reviewed: May 2021