

Appletree Patient Participation Group (PPG)

Role Specification

CHAIRPERSON

1. To motivate and encourage the group to maintain its direction.
2. To ensure the Group adheres to the Constitution and Terms of Reference.
3. To ensure appropriate progress is made by the Group on approved actions.
4. To seek advice, support and guidance where necessary.
5. To promote a friendly and productive atmosphere.
6. To encourage debate and be open to all ideas without prejudice or bias; to be conscientious on managing the meeting time and allowing for attention to all points in the agenda as well as other business.
7. To be a signatory for cheques.

VICE-CHAIRPERSON

1. To support and liaise with the Chairperson.
2. To 'Chair' any meeting at which the Chairperson is unable to be present and in doing so assume all the roles of the Chairperson.
3. To be a signatory for cheques.

SECRETARY

1. Keep an attendance register at meetings.
2. To take adequate notes at all meetings and publish 'minutes' of meetings to all members.
3. To book dates of meetings and arrange an appropriate location.
4. To provide efficient and reliable secretarial support to the Group as required.
5. To carry out any liaison between meetings as necessary.
6. To be a signatory for cheques.

TREASURER

1. To arrange appropriate custody of funds of the PPG, in that all money received shall be paid to the account of the Appletree Patient Participation Group.
2. Ensure that all money received by or on behalf of the Group is used to further the aims of the Appletree Patient Participation Group.
3. To present regular financial reports of all the money raised and expended by the Group; a statement of account will also be presented at the Annual General Meeting.
4. To be a signatory for cheques.