



## **Wirral Parent Partnership Service**

### **Steering Group**

#### **Role Description for Parent Representative**

All members of **Wirral Parent Partnership** Steering Group are equal partners and the individual skills, knowledge and views that each member brings to the group are recognised and equally valued. Parent representatives will have used the service at some time but will not currently be receiving active support around an issue concerning them or their child. Parent representatives will represent the views of parents at Wirral Family Forum or other parent group.

Members will:

- Support the work of **Wirral Parent Partnership Service**
- Act in the best interests of the service as defined by the group's Terms of Reference
- Bring to the group their own views and those of other parents at **Wirral Family Forum** or other parent group
- Give feedback to **Wirral Family Forum** or other parent group using appropriate channels
- Identify and acknowledge with the group any conflict of interest if and when it arises
- Do their best to attend each meeting
- Notify the 'Chair' if they cannot attend
- Do their best to read relevant material before and after meetings
- Be given help to access meetings and relevant material if it is needed
- Claim expenses as agreed in the written remit of the group

Members will not:

- Use membership of the steering group as a platform to promote: their own, their child's, or another person's individual issues or interests.
- Disclose anything of a confidential nature outside of the meetings without the knowledge and consent of the steering group
- Attend steering group meetings if they are currently involved in an issue which may impact on their ability to adhere to the group's terms of reference.

Wirral Parent Partnership Service will:

- Support members to carry out their responsibilities
- Provide help to access meetings (venues, materials, formats)
- Be available to members to discuss issues and problems
- Try to keep written material to a minimum
- Send out minutes and an agenda prior to next meeting
- Process expenses claims as soon as possible