

LEITRIM



Leirim PPN

Representatives Charter

May 2016

Requests for PPN Representatives

When a Board or Committee seeks a representative, they should contact the PPN Secretariat detailing the criteria to be met by any nominees. The Secretariat will then inform all member groups of the vacancy and invite those who are stakeholders in the issue to join a Linkage Group for that Board or Committee. This process must happen for every request for a representative.

Nomination Process

- A call for nominations will be sent out to all members of the Linkage Group
- Secretariat verifies that all nominations meet the criteria required of the representative
- Details of all nominees circulated to all members of the Linkage Group prior to elections

Electoral Process

- All elections will be held by secret ballot
- Elections held at a meeting of the Linkage Group
- Elections to be conducted as detailed in the Leitrim PPN Constitution
- Elected representative ratified at a County Plenary Meeting

Roles, Rights and Responsibilities of a Linkage Group

A Linkage Group for a Board or Committee is a collection of PPN member organisations who are stakeholders or have a particular interest or expertise in the issues being discussed at that Board or Committee. The PPN will invite all member groups to join a Linkage Group, and all who wish to join can do so, nominating individuals to attend on their behalf.

Role of the Linkage Group is to

- Elect representative(s) to the Board or Committee
- Discuss and debate the matters being discussed by the Board or Committee, to inform the representative(s), and where relevant to prioritise and develop policy positions.
- To mandate the representative to bring forward the diversity of views within the Linkage Group to the Board or Committee.
- Agree and implement a way of communicating with the representative(s) and with each other, which is effective and realistic.
- With the Secretariat to censure / remove the representative(s) if they are not fulfilling the terms of their appointment.
- To work with the PPN Secretariat and report to the Plenary as relevant.
- To work collaboratively with other Linkage Groups and representatives in furtherance of the aims of PPN.

Responsibilities of Linkage Group members are to

- To operate in accordance with the principles and values of the PPN.
- Make themselves aware of what the Board or Committee they are linked to can and cannot do, having realistic expectations of what a representative can achieve, and understanding confidentiality issues which may arise.
- Be open to new organisations joining the Linkage Group, and to actively seek the input of all groups who have an interest in the area, particularly those who are traditionally excluded.
- Communicate and engage clearly and openly with the representative and other Linkage Group members, recognising that there may be differing views expressed on issues, and that the representative must bring the diversity of views to the Board or Committee.
- Take the time to read / absorb / understand communications that are received.
- Seek to develop realistic policy proposals to address issues raised and support the representative to bring views forward, by providing relevant facts and research where possible.
- Feed back to their own member groups on the work of the Linkage Group and Board or Committee.
- Inform the wider PPN of key issues and policy positions.
- Keep records of dates, attendance, outputs etc. for meetings (virtual or face to face)

Rights of the Linkage Group members are to

- Receive relevant information about the work of the Board or Committee to help them to participate fully.
- Receive regular communications (at least as frequently as Board or Committee meetings are held) from the representative on matters such as
 - Dates of Board or Committee meetings
 - Agendas for Board or Committee meetings
 - Reports from Board or Committee meetings
 - Items which require their input
- Have regular discussions by an agreed mechanism (face to face meetings/ Skype conference calls / email / social media groups etc.).
- Have their issues brought forward by the rep.
- Have Linkage Group discussions facilitated in an open inclusive way, and the views of all of the members accommodated

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Role, Rights and Responsibilities of a PPN Representative

A representative is elected for a fixed term to represent the issues of PPN members on a particular Board or Committee. Their election takes place according to procedures established by the Secretariat and approved by the Plenary.

Role of the Representative is to

- Attend and participate fully in meetings of the Linkage Group and Board or Committee, including any subgroups to which they may be appointed
- Bring forward the issues of the Linkage Group to the Board or Committee for their consideration, including putting items on the agenda. They are not there just to represent their own group or agenda.
- Work collaboratively with the Linkage Group to identify issues, research, policy proposals etc.
- Communicate regularly (at least as frequently as meetings are held) with the Linkage Group on matters such as
 - Dates of Board or Committee meetings
 - Agendas for Board or Committee meetings
 - Reports and Feedback from Board or Committee meetings
 - Items which require their input or are of interest
- Network and work strategically with other Board or Committee members for the benefit of the Linkage Group and of PPN, including being able to compromise while retaining the core objective.

Responsibilities of the Representative are to

- Organise Linkage Group Meetings and effective two way communications with Linkage Group members [with the support of the resource worker]
- Be able to use basic electronic communications effectively (i.e. email and internet browsing)
- Prepare thoroughly for, attend and participate actively in Linkage Group and Board or Committee meetings solely on behalf of PPN, leaving any personal, business or political interests outside
- Attend training for representatives as arranged through the PPN
- Work openly and collaboratively with all Linkage Group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed.
- Put forward opinions / views of Linkage Group to The Board or Committee and feedback clearly (non-jargon) to the Linkage Group
- Attend relevant training or networking events organised by PPN or the Committee.
- Be open and honest in dealings with all stakeholders
- Build positive relationships with other committee members for the benefit of the PPN.
- Portray the PPN and the Linkage Group in a positive and constructive way.
- Inform the Resource Worker when planning meeting i.e. booking venues etc so as to ensure correct procurement and insurance requirements.

Rights of the representative are to

- Have active engagement from the Linkage Group, including timely responses to issues.
- Be heard and respected at both the Linkage Group and Board or Committee, with an appreciation that they are a volunteer.
- Be supported by both Linkage Group and Board or Committee members, understanding that PPN is a new and evolving process.
- Have access to an agreed outcome statement from meetings which can be circulated immediately afterwards.
- Receive relevant training to enable them to participate effectively on the Board or Committee
- Receive expenses for attending Board or Committee meetings including any subgroups and relevant training.
- Have at least some meetings held at a time and location which facilitates them.
- Receive an induction pack for the Board or Committee on taking up appointment to include
 - Terms of reference
 - Standing orders /procedures
 - Meeting schedules, locations and times
 - Contact details for all Board or Committee members
 - Access to technical support where required
- Receive timely notice of meetings (at least two weeks in advance, and more if possible) including
 - Dates and venues
 - Agenda
 - Documents to be read
- Have meetings conducted in a way that facilitates participation, open discussion and transparent decision making.

Rights and responsibilities of a Board/Committee with PPN representation

The way in which the Committee conducts its business has a huge impact on the effectiveness of PPN representation. An overformal and rigid process can make participation difficult. An open facilitative style can make it easy for all members to participate and contribute. The following rights and responsibilities are generally within the remit of the Chair or Chief Officer (or equivalent). The majority are likely to be already in place.

Responsibilities of the Board or Committee are

- To have and communicate clear terms of reference and procedures / standing orders and a vision for the Board or Committee.
- To hold regular meetings at times, dates and locations that facilitates the participation of volunteers. Ideally these dates should be set annually.
- To hold an induction meeting and have an induction pack for new members to explain the processes and procedures of the Board or Committee.
- To set the agenda in consultation with members and to enable members to put items on the agenda.
- To give one month's notice of meetings and to circulate the agenda and any documentation for reading at absolute minimum two weeks in advance. This is to facilitate PPN members to consult with their linkage group before the meeting and to ensure that members have adequate information with which to make comments and decisions.
- To chair the meeting in an open and transparent way as to enable and value the contribution of all members and fosters a culture of active listening. This should include giving enough time for discussion and deliberation of items, and if required setting up subgroups to bring recommendations to the main Board or Committee. Decisions should be made in an open and transparent way.
- To ensure that any conflicts of interest are clearly stated and dealt with appropriately.
- To include all points of discussion within the minutes, and not to dismiss those which may be considered "only relevant to a few". To produce an agreed "meeting outcome" document at the end of each meeting which can be shared with the Linkage Group.
- To pay travel and other expenses to members
- To offer relevant training to all members and to provide support to members in interpreting technical documents.
- To review the workings of the Board or Committee on a regular basis and to take on board any recommendations.

Rights of the Board or Committee

- Members will attend meetings, or send their alternate (where possible)
- Members will prepare thoroughly for meetings, and be able to contribute fully
- Members will feed back to their PPN Linkage Groups and take direction from them
- Members will take a full part in the workings of the Board or Committee including participation in subgroups, consultations etc.
- Members will be open and honest in their dealings with the Board or Committee, declaring any conflicts of interest.