

Roles and Responsibilities for the Chairman and Secretary of the Merridale Patient Participation Group (PPG)

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Roles and responsibilities of the Chairman:

1. Uphold the PPG's Terms of Reference
2. Work with the PPG Secretary and relevant practice staff to create an agenda for PPG meetings
3. Chair PPG meetings in a supportive, honest, timely, unbiased and professional manner
4. Work with relevant practice staff to review all PPG documentation (e.g. meeting minutes and reports) to ensure that this is accurate and appropriately reflects the work of the PPG
5. Work with the PPG members to review and update relevant PPG governance documents (e.g. terms of reference, terms and conditions for PPG members, etc.)
6. Ensure that the PPG agree a minimum of three topics for the annual PPG action plan and review progress periodically

The position of PPG Chairman is for two years duration and the PPG Chairman must abide by PPG member terms and conditions. If the Chairman wishes to terminate his/her duties within this period this should be by email to the PPG secretary and copied to the Practice's Reception Manager. In the event of the PPG Chairman resigning, the PPG Secretary will serve as the interim Chairman until a replacement has been agreed.

Roles and responsibilities of the Secretary:

1. Uphold the PPG's Terms of Reference
2. Work with the PPG Chairman and relevant practice staff to ensure relevant PPG documentation is circulated to PPG members in a timely and appropriate fashion
3. Work with PPG Chairman and relevant practice staff to review all PPG documentation (e.g. meeting minutes and reports) to ensure that this is accurate and appropriately reflects the work of the PPG
4. Provide a personal email address whereby patients can contact the Secretary to raise matters of importance. When patients contact the Secretary he/she will subsequently discuss this with the PPG Chairman and they will collectively agree the appropriate course of action
5. Provide a brief induction to all new PPG group members (e.g. explanation of how the PPG works and ensure the new member signs the relevant paperwork).
6. Deputise for the Chairman at meetings and events in the Chairman's absence.

The position of PPG Secretary is for two years duration and the PPG Secretary must abide by PPG member terms and conditions. If the Secretary wishes to terminate his/her duties this should be by email to the PPG Chairman and copied to the Practice's Reception Manager. In the event of the Secretary leaving his/her post within the two year period,,

another PPG member will be identified by the Chairman to serve as the interim Secretary until a replacement has been agreed.

Additional information

Although the post of PPG Chairman and PPG Secretary are for a maximum period of two years, there is the option for either person to be re-elected for a further term.

Process of electing/re-electing Chairman and Secretary

This will entail a request for nominations from each PPG member with the option for existing post holder's to put their own name forward if they wish to retain those duties. Anyone who does not wish to be put forward needs to state this at the start of the process. Where there are more than one nominee for each position a simple vote will take place. Those nominated will not be eligible to vote but will be asked to give a brief summary as to why they wish to take on the role. .Votes will only be cast anonymously, by PPG members and a count of votes will be undertaken by the Practice's Reception Manager and the results announced. In the event of an even count the existing Chairman will have the casting vote unless that person is seeking re-election. In such an instance everyone will be asked to vote again at the next meeting.