

LATHOM ROAD MEDICAL CENTRE

Role of the Chairperson

What is the role of the Chairperson?

The main role of the Chairperson is to manage your group meetings and make sure they run smoothly and fairly. This will make it far easier for your group to make decisions and get things done.

Other parts of the Chairperson's role can vary greatly depending on their individual personality and experience, for example, part of the Chairperson's role could be to represent your group at events. It is important that your group agrees with what they expect the Chairperson to do and select a person to be the Chairperson who is able to meet those expectations.

It is important to remember that the Chairperson of your group has no more power than any other member of your group.

Selection of Chairperson

The Chairperson shall be elected by the PPG members to serve for a period of 24 months from the April meeting as the first item on the agenda and may stand for re-election.

- The Chairperson shall stand down after a period of three consecutive years and may not be elected for a further period of 12 months.
- Any election shall take place by a show of hands from those present at the meeting.

The tasks your Chairperson might be expected to perform include:

Before the meeting:

It is part of the job of the Chairperson to help the PPG Admin lead to put together the Agenda for each meeting. It is a good idea for the Chairperson to:

- Make sure they know about each item to be discussed at the meeting. (For example, if a guest speaker is coming to a meeting the Chairperson should know their name and what they will be speaking about.)
- Work out how much time will be needed to cover each item on the agenda and try not to let the discussions of each item go over that time.
- Decide what result is needed from each item on the Agenda. (For example, is an item on the Agenda there for information only, or is a decision needed on that particular issue at the meeting)

During the meeting:

It is an important part of the Chairperson's role to make sure meetings run efficiently and fairly. In order to do this the Chairperson should:

- Stick to the meeting's Agenda, so that everything that needs to be discussed at the meeting is covered and all decisions that need to be, are made.
- Always be aware of the time. Make sure the meeting stays on schedule and does not overrun its planned finishing time.
- Always aim to be open-minded, fair and impartial, never letting their own views on a subject, organization or person affect how they run the meeting.
- Liaising on behalf of the PPG with the Practice Manager
- It is the Chairperson's role to ensure that all PPG members are enabled to undertake joint responsibility in carrying out the group's objectives.
- Make sure everyone who wants to, has an opportunity to speak and play an equal part in any decisions made. No one person, in particular the Chairperson, should dominate the discussions.
- Keep good order and make sure everyone can hear what other people have to say. (For example ensuring there is only one person speaking at any one time.)
- Helping to sort out conflicts and difference of opinion.
- Sum up any important points or discussions as they are made (this helps the person taking the minutes).
- Make sure people have done things they agree to do at earlier meetings.
- Ensure that any action points of the meeting are assigned to members of the group before the meeting ends.
- Appoint a Deputy Chairperson, if the Chairperson is unable to attend the meeting.

Please note: In the absence of the Chairperson, one of the other PPG members will be invited to chair the meeting.