



Roles and responsibilities

Updated March 2016

This document seeks to set out the roles and responsibilities of PaCC Chair, PaCC Vice-Chair, PaCC Participation and Outreach Worker, PaCC Administrator and Communications Assistant, PaCC Steering Group Members and Parent Reps and PaCC host partner Amaze.

Role and responsibilities of PaCC Chair

The PaCC Chair will be on the post for three years and will be the leading 'face and voice of' the PaCC with the ability and mandate (of PaCC's members) to represent the views and wishes of the membership – recognising these may be diverse in nature – both on a local, regional and national basis.

The PaCC Chair will steer and support the steering group and other members of the PaCC team to operate as effectively as possible (and with maximum impact) within the team's limited resources.

Key responsibilities of PaCC Chair are: to chair the Steering Group and support PaCC Parent Reps, to lead on PaCC strategy and budget, to build relationships, to share and develop good practice regionally (*please see PaCC Chair Job Description document for further information*).

Process for becoming a Chair:

The post will be advertised internally and expression of interest asked from Parent Reps. Applicant has to have been member of SG for a year so that learning curve and continuity are managed.

Successful candidates to be interviewed by a panel which includes one Parent Rep, Chair or Vice Chair and Participation and Outreach Worker or Administrator and Communications Assistant.

In specific situations the Chair can ask to be re-elected for a further three years by a SG vote.

The SG can decide to 'deselect' the Chair with a vote of no confidence by a majority of SG members.

Role and responsibilities of PaCC Vice-Chair

PaCC Vice Chair will provide 'back up' support to the Chair of PaCC, standing in for them as Chair of the Steering Group and PaCC Rep at the Amaze trustee Board and other meetings as required in emergencies. They will be required to spend some time working alongside the PaCC Chair so they feel able to 'step in' as required where necessary.

Key responsibility of PaCC Vice-Chair is to lead on the delivery of the Partnership Charter assessment and action planning process (*please see PaCC Vice-Chair Job Description document for further information*).

Process for becoming a Vice-Chair:

The post will be advertised internally to PaCC members. Successful candidates to be interviewed by a panel which includes one Parent Rep, Chair or Vice Chair and Participation and Outreach Worker or Administrator and Communications Assistant.

In specific situations the Vice Chair can ask to be re-elected for a further three years by a SG vote.

The SG can decide to 'deselect' the Vice-Chair with a vote of no confidence by a majority of SG members.

Role and responsibilities of Participation and Outreach Worker

The PaCC Participation and Outreach Worker will seek to increase the membership, diversity and activity of PaCC by promoting the value of its work to parent carers in areas where membership is currently under represented.

The role will also support participation of parent carers who are already members through PaCConnects (focus groups) and other events/surveys and be responsible for gathering together the wide range of views and compiling into PaCC reports for funders.

Key responsibilities of PaCC Participation and Outreach Worker are: to increase PaCC's profile, membership and diversity, to co-ordinate the Partnership Outreach Project (COP), to communicate with wider PaCC membership and gathering views and to support PaCC Steering group (*please see PaCC Participation and Outreach Worker Job Description document for further information*).

Process for becoming a Participation and Outreach Worker:

The post will be advertised externally to the wider public. Successful candidates will be interviewed by a panel which includes a representative from Amaze, Chair or Vice Chair and Participation and Outreach Worker or Administrator and Communications Assistant.

Role and responsibilities of Administrator and Communications Assistant

The PaCC Administrator will be responsible for ensuring the running of an effective PaCC office, organising PaCC events and writing content for PaCC website, newsletter and Facebook group. The post holder will also provide high quality administrative support to the PaCC Chair, Vice Chair and PaCC Participation & Outreach Worker.

Key responsibilities of PaCC Administrator and Communications Assistant are: to provide office administration, to support the PaCC Steering Group, to provide administrative coordination of events, meetings and training and to lead on internal and external communications (*please see PaCC Administrator and Communications Assistant Job Description document for further information*).

Process for becoming an Administrator and Communications Assistant:

The post will be advertised externally to the wider public. Successful candidates will be interviewed by a panel which includes a representative from Amaze, Chair or Vice Chair and Participation and Outreach Worker or Administrator and Communications Assistant.

Role and responsibilities of Steering Group Members and Parent Reps (where appropriate)

The steering group is a decision making group for the PaCC. A voting system will be used. Attend Steering Group Meetings, 5 per year, remuneration, see payments policy form, including expenses. Steering Group members will attend the relevant boards, agreement of board attendance to be signed off by the Steering Group. Steering Group members must refer to the Terms of Reference document. Parent reps must sign all policy documents

including the behaviour form and code of conduct. To ensure that PaCC, and its representatives, function within all legal and regulatory requirements applicable, and in line with PaCC's governing document, continually striving for best practice in governance. To ensure that PaCC, and its representatives, function within all legal and regulatory requirements applicable, and in line with PaCC's governing document, continually striving for best practice in governance

To contribute to the planning, work and activities of the PaCC by communicating by email, telephone, and face to face. To seek to understand, represent and communicate the views and experiences of the wider group of families including less heard groups. Commitment to make time for additional reading and discussion outside of committee meetings, as required, ensuring that the committee have a wide understanding of the issues parents/carers are facing and the changes that are taking place locally, regionally and nationally.

To undertake training as required for personal development and to benefit the PaCC organisation. At least 1 training course per year should be attended.

Role of PaCC Representatives (Attending external meetings/board/activities)

To represent the PaCC on decision-making groups, parent carers should be elected from the steering group, and make a commitment to continue to attend the steering groups in order to effectively represent the views of different families and to explain the activities/decisions of that group to the PaCC.

Reps to wear PaCC languards where appropriate.

Each individual has the responsibility of checking the impact Rep remuneration with their personal tax and benefit arrangements.

In order to access specialist knowledge and experience, and increase expertise available to the steering group, there may be circumstances when a parent with particular experiences is asked to represent parents on behalf of PaCC for single issue topics or one off meetings.

- They must agree to sign and abide by the Representation Agreement, and feedback to PaCC about the issue/meetings they attend
- They may/must be one of a duo of parents, the other being a steering group member
- They will be eligible to remuneration within the standard policy but are not part of the decision making process

Process for becoming a Steering group member:

Nomination and vote by the steering group

A steering group buddy goes through the induction process and welcome pack with the new member including signing PaCC rep agreement and ongoing buddy support.

Term of office

Flexible up to 5yrs (notice to be given, if possible, of standing down so replacement can be found)

Steering Group deselection process

Non Attendance at three steering group meetings. Participation Officer to contact & decision by steering group to ask to step down. Standard Letter in place to proceed with this action and clearly written as a process when joining)
Also reps will be required to step down if in breach of their duties/behaviour falls outside that stated in the Representation agreement, or by taking a vote of 'no confidence' by Steering Group Members.

Partnership Agreement between Amaze and PaCC

There is a natural alignment between the work of Amaze and PaCC and Amaze helped formalise the 'parent carer voice' through the establishment of PaCC. Now PaCC is well established Amaze seeks to offer a more formal hosting arrangement setting out what it can offer and what PaCC's responsibilities are in return. *Please refer to Partnership Agreement document for further information and clarifications.*