**Blackburn with Darwen Parents in Partnership**

**Role Descriptions**

Member

Membership is open to any parent/carer of a child or young person aged 0-25 years old with special educational needs and/or disabilities, that meets one of the following criteria: you live in BwD, your child or young person is educated in BwD or you are registered with a GP in BwD. Membership is free and provides members with many benefits including:

• access to WhatsApp and Facebook support groups,

• coffee mornings at the Care Network Hub, Blackburn or online via Zoom.

• Drop-in appointments at the PIP office or online via zoom – these should be booked in advance by the usual communication channels, e.g. email, text or WhatsApp.

• Training events e.g. therapeutic arts sessions, assertiveness, stress awareness

• Disability Information Day – an annual event hosted by PIP with a wide range of stalls and information on disabilities

• Annual General Meeting (AGM) – update on PIP activities, voting for steering group members and a Christmas celebration

• Information for SEND groups and activities

Members are encouraged to keep in touch with the parent career forum and share their views on what works and what needs to be improved.

Members are recommended to read the following BwDPIP policies (all policies are available to view on the website bwdpip.org.uk):

• Zoom Meeting Rules 2021

• Equality, Diversity and Inclusion 2021

• Easy Read Privacy Policy

Members are expected to update their personal details i.e. address, email, phone number, to allow PIP to keep an accurate record and keep members up to date with information.

Volunteer Member

A volunteer member agrees to become more involved in the parent carer forum, for example, by attending meetings, coffee mornings and events.

All volunteer members are expected to attend as a minimum, Disability Information Day, Annual General Meeting, at least two PIP planning meetings and two coffee mornings (either in person or on Zoom). Where a volunteer member has agreed to attend a meeting/event and cannot attend due to unforeseen circumstances, they must notify the volunteers group or the Chairperson via WhatsApp as soon as possible. This enables the group to send apologies, find a replacement and prevents delays to starting meetings.

Volunteers can attend more meetings and events dependent on their availability, level of training and suitability for the meeting/event. For example, a new member may help run a PIP or Autism in Schools coffee morning with a more experienced volunteer to learn how to do it but is not expected to run the event until they have gained the experience and confidence to run it on their own.

Volunteers are provided with a training pack and complete an induction session (approx. 2 hours) delivered by experienced PIP operations group members. This may be in person or online, however, in person is recommended as documents must be agreed and signed. In addition, it is mandatory for volunteer members to complete safeguarding training at regular intervals e.g. every 2 years.

Volunteer members may attend consultations and meetings where they can express personal experiences, however, it must be made clear these are personal and not representative of the parent carer forum (PIP). Volunteers are entitled to claim travel expenses if representing PIP (as per the Financial Control Policy) and providing feedback from any meetings attended. PIP uniform and identity badges will be provided for volunteers and should be worn when attending meetings and events e.g. it is essential to wear these items at the Disability Information Day, the AGM and any event involving the general public.

Volunteer members must read and abide by the following BwDPIP policies:

• Zoom Meeting Rules 2021

• Equality, Diversity and Inclusion 2021

• Easy Read Privacy Policy

• Constitution 2021

• Safeguarding 2021

• GDPR 2021

• Confidentiality 2021

• Code of Conduct 2021

In addition, volunteers should be aware of the Written Compliments and Complaints Form 2021 and understand how it should be used.

Steering Group Member

Members that have been volunteer members for a minimum of 6 months, may be considered for steering group membership by putting themselves forward at the AGM where forum members will vote to accept or decline applications. The number of steering group members is limited to a maximum of seven, ideally representative of our membership demographic. New steering group members can be accepted only when there is a vacancy.

Steering group members sit in strategic meetings with partners from education, health, and social care to ensure the voices of parents and carers are heard. This requires a greater degree of commitment and training compared to volunteer membership. As a minimum commitment, steering group members are required to attend at least 6 out of 10 planning meetings annually and a minimum of 6 meetings such as Autism board, health catch-up meetings, Family Hubs. If a steering group member cannot attend meetings for any reason they must inform the Chairperson via WhatsApp in advance and catch up by reading the minutes of the meeting and communicating any questions or attendance at meetings to the Chairperson.

Sharing of knowledge and information is a key part of this role and steering group members are expected to share the views of parent carers with strategic partners with a view to co-producing policies and procedures to benefit SEND families. In addition, i t is expected that steering group members will share information with other parent carers and signpost them to the available support.

PIP uniform and identity badges should be worn when attending meetings and events e.g. it is essential to wear these items at the Disability Information Day, the AGM and any event involving the general public.

Steering group members must read and abide by the following BwDPIP policies:

• Zoom Meeting Rules 2021

• Equality, Diversity and inclusion 2021

• Easy Read Privacy Policy

• Constitution 2021

• Safeguarding 2021

• GDPR 2021

• Confidentiality 2021

• Code of Conduct 2021

In addition, steering group members must be confident in using the Written Compliments and Complaints Form 2021. Steering group members may be asked to contribute to reviewing, amending and updating the BwDPIP policy documents.

Operations Group Member

The operations group consist of the Chairperson (Co-chairperson), Treasurer and a maximum of three steering group members. Membership of the operations group is by invitation by the current operations group members and only those that have served as steering group members for at least one year will be considered.

Operations group members are required, as a minimum, to attend 8 out of 10 planning meetings annually and meetings such as Autism board, health catch-up meetings, Family Hubs as required. In addition, attendance at operations group meetings is mandatory.

Operations group members must read and abide all of the BwDPIP policies and are required to create new policy documents where needed and review existing policies on a regular basis as required e.g. Code of Conduct and Financial policy every year. Review panels should consist of a minimum of five members from operations/steering groups. In addition, operations group members may be required to review grant applications.

The priority for operations group members is to plan workload and events for the year and make and agree financial decisions in line with the Contact grant specifications.

Additional duties include: identifying and arranging training for members e.g. safeguarding training, input into flyer design for events, input into how funds are spent, making decisions on uniform design for volunteer members and any other duties agreed by the operations group.

Treasurer

The Treasurer is responsible for managing the accounts for BwDPIP which involves paying invoices for services and goods, financial reporting, banking, bookkeeping, and record keeping.

The Treasurer’s role is described in the financial policy and includes: providing financial information to the chairperson & reminding volunteers to submit expense claims which the Treasurer and agreed co-signatory approve, preparation of bi monthly updates and providing an annual financial report at the AGM.

Chairperson

The chairperson is responsible for organising monthly PCF meetings and the operations group meetings including providing the administration for the meetings e.g. providing agendas, notes, diary dates.

The chairperson oversees communications management including answering phone calls, emails group, WhatsApp, Facebook group and may call on other members to facilitate communications.

Further responsibilities include: booking rooms and catering for meetings and events, organising promotional materials, organising and facilitating training e.g. Safeguarding for all members, liaising with strategic partners, attending strategic meetings at the highest level, organising the workload for the group members to ensure fair distribution of the workload.

If there are co-chairpersons, then the responsibilities are shared by mutual agreement.

As members of NNPCF, the chairperson is the named point of contact between the NNPCF and the PCF and attends regular regional and national meetings where possible.