



NNPCF Steering Group Member - Role Description

Purpose of Steering Group

- Maximise the opportunities for Parent Carer Participation and Co-production at National, Regional and Local levels
- Champion and promote the role of Parent Carer Forums.
- Influence national policy in areas relevant to the membership of the NNPCF.
- Share good practice and promote continuous service improvement via the membership of the National Network of Parent Carer Forums
- Support membership by creating and maintaining a national communication network for communication between Steering Group and Parent Carer Forums and Regions, Region to Region.
- Provide a strategic role in the effective sharing of good practice

Functions of Steering Group Members

- To achieve the aims and objectives of the NNPCF.
- To act in the best interests of the member Forums and be an ambassador for the NNPCF Steering Group safeguarding its good name and values at all times.
 - To contribute actively to the Steering Group's role; giving firm strategic direction to the organisation*, setting overall policy, defining objectives and setting targets and evaluating performance against agreed targets.
 - Establish strategic plans and policies to achieve those objectives.
- To manage and make best use of resources.
- To ensure that the organisation, and its representatives, function within all legal and regulatory requirements applicable, and in line with the organisation's governing document, continually striving for best practice in governance.
- To take appropriate professional advice in all matters where there may be a material risk to the organisation, or where Steering Group members may be in breach of their duties.
 - Bring impartiality and objectivity to decision-making.
 - To promote and develop the NNPCF in order for it to grow.
 - Act as a spokesperson as appropriate.

- Set each year's budget, develop funding proposals and provide accounts to the membership at an AGM.
- Provide Financial and Activity Reports to members and an opportunity for members to hold the Steering Group to account at an AGM.

Steering Group Members responsibilities

- In conjunction with the membership set, maintain, and uphold the mission, values, ethos, aims and objectives of NNPCF.
 - To abide by article 6 of the NNPCF Constitution and ensure there is no duality or conflicts of interest (ensure that no personal benefit is gained or given or perceived to be gained or given).
 - Ensure that the Steering Group is financially viable and key risks are identified and appropriate risk mitigation is in place.
 - The overriding principle of collective responsibility and accountability must be observed.
 - Actively participate in an annual review of individual and Steering Group performance.

Regional role responsibilities

- Build positive relationships with Parent Carer Forums across the relevant region, and act as a link to promote shared learning and good practice.
- Attend Regional Parent Carer Forum meetings, provide regular updates from the NNPCF Steering Group and the partners we work with and act as a conduit for communication between national government and Parent Carer Forums.
 - Provide regular regional updates which highlight key issues for local areas which could be shared with the Department for Education to ensure they remain alert to key issues and concerns.
 - Facilitate distribution via email of communications sent from the NNPCF Steering Group
- Jointly with regional Parent Carer Forum members develop a vision for and work with local Parent Carer Forums and regional partners to promote Parent Carer Participation at a Regional level.
- Act as Parent Carer Participation Representative within all relevant regional structures (e.g. Peer Network/Strategic Clinical Network/SEND Leads) which should include other Parent Carer Representatives as appropriate e.g. Regional Chair. Take a lead role on behalf of Parent Carer Forums in working with others to ensure sustainability of these structures.

- Be the prime link with Parent Carer Forums to alert them to opportunities for national and regional participation.
- Collate regional responses to feedback to the NNPCF to inform a national response to a range of requests including formal consultations, existing and emerging policy and feed-back resulting outcomes. * Organisation refers to the business of the NNPCF Steering Group only, not member Parent Carer Forums.