**The Wembley Practice**

**PPG Committee ELECTION**

Notice is hereby given that nominations are invited from registered patients of the Wembley Practice to serve on the Patient Participation Group (PPG) Committee with effect from 1 January 2018 There are three potential positions available on the Committee for election, including Chair, Vice Chair and Secretary.

**Role of the core group**

The Group makes all key decisions on events, finances, communications and projects. Group members can also represent The Wembley Practice PPG at Brent PPG Network events and other representative meetings across Brent.

**Membership of the Committee**

The Committee consists of a Chair, Vice Chair, Secretary and additional members, who represent a cross-section of patients registered at the Wembley Practice.

**Roles**

* *Chair (in conjunction with the Vice Chair)*
* Calls the meetings
* Rules on procedures
* Is responsible for running the meeting
* Ensures decisions are reached and recorded
* Ensures actions are followed up

***Secretary***

* Deals with communications and correspondence
* Maintains records
* Records minutes of meetings and decisions taken
* Coordinates necessary equipment/materials

**Nomination Process**

Any member of The Wembley Practice PPG wishing to serve as a member must nominate themselves either at a meeting or in writing. Nomination can be made by email and sent to Tessa Garvan. Nominees should state clearly, on their email, the position they wish to have on the committee t.garvan@nhs.net.

**What roles can people take in a PPG?**

There are a number of roles that exist to support the running of an effective PPG, including the chair, vice-chair and secretary.

**Role of the chair**

* Ensure PPG meetings are planned in advance
* Oversee the smooth running of the meeting by starting the meeting on time, welcoming people and outlining the meeting purpose and agenda purpose
* Keep the meeting moving along on time according to the agenda
* Introduce speakers when required
* Ensure everyone has the chance to contribute
* Summarise decisions at the end of each agenda item
* Ask clarifying questions and challenge disruptive behaviour
* Thank everyone for their time and input
* Ensure the PPG functions in accordance with its Terms of Reference and Code of Conduct
* Represent the PPG as appropriate
* Ensure there is successful dialogue between the PPG and its GP practice

***Qualities of an effective chair***

* Willingness to lead
* Conducts themselves with tact and diplomacy
* Able to listen impartially to many opinions
* Works inclusively and openly

**Role of vice-chair**

* Stand in for the chair when they are away
* Assist the chair with matters between meetings

**Role of secretary**

* Deals with communications and correspondence
* Sends out meeting invitations and circulates agenda and any other relevant documents before the meeting
* Sends minutes of meeting and decisions taken to chair for approval
* Sources necessary equipment/materials
* Circulates finalised minutes

***Qualities of an effective secretary***

* Good communications skills
* Attention to details
* Good organisational skills