



Committee Roles

Committee Position

Chair

- write annual report in collaboration with the vice-chair
- chair all committee meetings
- organise and attend meetings with strategic organisations, for example - Scottish Executive, Quality Improvement Scotland, Centre for Change and Innovation, NHS Education for Scotland in order to influence strategic personnel within the professional practice and political agenda for Scotland and to promote the PPDNF in general.
- Front or chair the PPDNF Conference
- Liaise with speakers to attend PPDNF meetings

Committee Position

Vice Chair

- chair the conference committee
- co-author the annual report with the chair
- deputise for chair
- attend national meetings with the chair
- to negotiate with the chair what meetings would be appropriate for the vice-chair to lead, for example, perhaps alternate meetings
- to have a 'helicopter view' of the current workgroups within the PPDNF
- attend committee meetings



Committee Profile

Committee Position

Treasurer

- keep track of funds in and funds out
- organise and report to forum on annual audit
- conference committee member
- ensure signatories are up to date and accurate
- give formal report at each PPDNF meeting
- write annual report for the AGM
- attend committee meetings

Committee Position

Secretary

- Attends committee and forum meetings
- Circulates agenda and papers for meetings
- Receives apologies for meetings
- Takes, types and circulates minutes
- Sends copy of minutes to Website Secretary
- Holds up-to-date copy of membership database
- Receives information about new members and amends database
- Sends email and welcome letter to new members and notifies committee members
- Ask Website Manager to add new members to mailing list
- Removes leavers from database
- Keeps record of new members and leavers
- Circulates information about Action Learning Sets
- Keeps up-to-date record of Constitution and Profile of Office Bearers
- Writes annual secretaries report



Committee Position

Website Secretary

- Attends committee and forum meetings
- Keeps website up-to-date
- Liaises with Website Manager
- Adds items to the notice board
- Circulates information to the mailing list 'subscribers'
- Puts minutes of forum meetings and any relevant information on the website
- Adds relevant links to the website
- Reports to the Forum at committee meetings (including website statistics)