**Meath Public Participation Network Representative Charter**

Role, Rights and Responsibilities of a PPN representative

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**Role of Representative**

A representative is elected for a fixed term to represent the issues of Meath Public Participation Network (PPN) members on a particular Board or Committee. Their election takes place according to procedures established by Meath PPN[[1]](#footnote-1) Secretariat and approved by Meath PPN Plenary.

#### Role of the Representative is to

* Attend and participate fully in meetings of the Board or Committee, including any subgroups to which they may be appointed.
* Attend and participate fully in meetings of the thematic sub-group[[2]](#footnote-2) whether thesebe in a virtual or a physical capacity.
* Bring forward the agreed issues of the thematic sub-group to the Board or Committee for their consideration, including putting items on the agenda. **Representatives are not there to represent their own group or agenda.**
* Communicate regularly (at least as frequently as meetings are held) with the PPN membership on matters such as:
  + Agendas for Board or Committee meetings
  + Reports and Feedback from Board or Committee meetings
  + Items which require their input or are of interest.
* Network and work strategically with other Board or Committee members for the benefit of Meath PPN, including being able to compromise while retaining the core objective.

#### Responsibilities of the Representative are to

* Organise effective two way communications PPN members members with the assistance of the Resource Worker.
* Use a variety of communication methods.
* Prepare thoroughly for, attend and participate actively in thematic sub-group and Board or Committee meetings solely on behalf of Meath PPN, leaving any personal, business or political interests outside.
* Work openly and collaboratively with all thematic sub-group members to identify issues, research, policy proposals etc., respecting the diversity of views expressed and representing the collective agreed decision.
* Put forward agreed opinions / views of PPN members to the Board or Committee and feedback clearly (non-jargon) to the PPN membership.
* Attend relevant training or networking events organised by Meath PPN or the Committee.
* Be open and honest in dealings with all stakeholders.
* Build positive relationships with other committee members for the benefit of Meath PPN.
* Represent and portray Meath PPN in a positive and constructive manner.
* Remain compliant with Meath PPN membership criteria.

#### Rights of the representative are to

* Have support from Meath PPN support staff.
* Have active engagement from the PPN membership, including timely responses to issues.
* Be heard and respected at both the thematic sub-group and Board or Committee, with mutual appreciation for all members.
* Be supported by both Meath PPN and Board or Committee members.
* Receive relevant training to enable them to participate effectively on the Board or Committee.
* Receive expenses for attending Board or Committee meetings including any subgroups and relevant training.
* Receive an induction pack for the Board or Committee on taking up appointment to include
  + Terms of reference
  + Standing orders /procedures
  + Meeting schedules, locations and times
  + Contact details for all Board or Committee members
  + Access to technical support where required
* Receive timely notice of meetings (at least one month in advance, and more if possible) including
  + Dates and venues
  + Agenda
* Receive documents for meetings in a timely manner (at least two weeks in advance, and more if possible)
* Have meetings conducted in a way that facilitates participation, open discussion and transparent decision making.

**Agreement Sheet**

I as a representative of Meath Public Participation Network agree to abide by the terms of the Public Participation Network Representative Charter at all times in my role/s.

Signed :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreement received and verified by Meath PPN Secretariat

Signed:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated :- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of Meath PPN Secretariat on behalf of Meath Public Participation Network

1. The Secretariat: The secretariat is elected by the PPN members, to be representative of the different geographical areas and the three colleges and facilitate the work of the PPN. [↑](#footnote-ref-1)
2. Thematic Sub-Group: Groups that bring together stakeholder organisations with a common interest to discuss their diverse views and interests in a specific policy area and come to an agreed consensus. [↑](#footnote-ref-2)