

Role Description – Chair of the Paediatric Continence Forum

Main Tasks:

- To lead a committed Forum of members in ensuring that it fulfils the tasks outlined in the Four Year Strategy and the annual Aims and Objectives.
- To work closely with the Vice-Chair and The Whitehouse Consultancy (TWC), who provide the advisory and secretariat services in the delivery of the above tasks.
- To take a leadership role in promoting this unique organisation, and representing the organisation effectively to external stakeholders.
- To ensure that sufficient resources (personnel, financial, material) are secured with which to achieve agreed goals.

Managing the Membership of the Forum:

- To make recommendations on the composition of the Forum .
- To ensure that the Forum reviews its performance, role, structure and function – at least on annual basis and that agreed changes are implemented.
- To define and keep under review selection and performance criteria for Forum members.
- To approach potential new sponsors for the PCF to secure the long-term financial viability of the group.
- To ensure that all board members receive appropriate information and support in order to participate effectively at and between meetings.

Coordinating PCF Meetings:

- To organise three PCF meetings every year in conjunction with TWC, circulating an agenda and supporting materials in advance.
- To chair meetings of the Forum, ensuring that it functions effectively and advances the PCF's objectives.
- To monitor and ensure the implementation of decisions taken at meetings.

Overseeing Engagement Activities:

- To liaise with TWC in carrying out tasks agreed at PCF meetings.
- To attend meetings with policymakers and key opinion leaders as required, and oversee TWC's drafting of communications materials such as consultation submissions and letters.
- To proactively maintain and extend connections with key organisations such as the Royal Colleges and NICE.

Promotion of the Organisation

- To promote the organisation to a wide audience of stakeholders in conjunction with TWC.
- With the support of TWC to represent the organisation to external audiences as appropriate.

Time Commitment

- Between 3-4 days a month in order to fulfil the objectives of the role.

* Some duties above may be delegated to individual board members, or sub-groups, but the Chair should ensure all delegation is managed effectively. This is a voluntary post, but expenses will be reimbursed.