**Chair – The Junction Surgery Patient Participation Group**

Remuneration: The role of Chair is not accompanied by any financial remuneration, although expenses for travel may be claimed

Location: The Junction Surgery

Time commitment: 2 meetings per year. The Chair is also expected to meet with the practice manager prior to the group meeting to agree agenda.

**Job Description**

**Objective**

The Chair will support, and, where appropriate, challenge the Junction Surgery to achieve agreed objectives. He or she will act as an ambassador and the public face of the group.

**Principal responsibilities**

**Governance**

* Ensure that the governance arrangements are working in the most effective way for the practice
* Encourage positive change where appropriate Address and resolve any conflicts within the practice
* Work within any agreed policies adopted by the practice

**External Relations**

* Act as an ambassador for the group
* Maintain close relationships with key members of the group
* Act as a spokesperson for the group when appropriate
* Facilitate change and address any potential conflict with external stakeholders

**Efficiency and effectiveness**

* Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
* Ensure that the group are fully engaged and that decisions are taken in the best, long-term interests of the practice.
* Foster, maintain and ensure that constructive relationships exist with and between the group and the practice
* Monitor that decisions taken at meetings are implemented.

**Relationship with the wider practice team**

* Establish and build a strong, effective and a constructive working relationship with the practice
* Ensure regular contact with the practice manager and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges

**Additional information**

The Vice-Chair acts for the Chair when the Chair is not available and undertakes assignments at the request of the Chair.