



Role Description: **Chair, Maternity Forum**

Role Responsibilities:

- Contact point
 - Be the main contact person for all enquiries to the Maternity Forum
 - Regularly check the Maternity Forum email Inbox and respond accordingly
 - Regularly post Maternity Forum activity on the Maternity Forum Facebook page and Twitter
 - Regularly share links to the Maternity Forum website and online survey via social media
- Formal Meetings
 - Attend and chair four formal meetings per year (Jan, Apr, Jul and Oct)
 - Email out the papers for formal meetings two weeks prior to the meeting date
 - Ensure all stakeholders are able to contribute to the meeting
- Service User Reps
 - Recruit and informally interview volunteer service user reps
 - Induct new service user reps
 - Plan and deliver training to service user reps
 - Offer ongoing support to service user reps
 - Meet with service user reps four times per year (Mar, Jun, Sept and Oct)
- Networking with other Maternity Forums
 - Actively participate on the MSLC Leaders and Members Facebook page
 - Actively network with the other Thames Valley MSLC Leaders
 - Actively participate in the Strategic Clinical Network Gathering of Thames Valley MSLC Leaders
 - Stay up to date with how other MSLC s run - what works well elsewhere
- Maternity Forum Representation
 - Attend and contribute to monthly Clinical Governance meetings at RBH
 - Attend and contribute to quarterly Maternity Steering Group meetings at NHS, Bath Road, Reading
 - Attend and contribute to regional and national maternity gatherings where women's voices need to be heard

Hours: 10 hours per month – 2 hours leading a Maternity Forum meeting (formal, user reps or feedback session), 2 hours responding to women/maternity staff communication, 2 hours managing the team of volunteers, 2 hours networking with other MSLCs and 2 hours representing women's voices at local and regional level.