



## Maternity Forum MSLC

Reading, Wokingham  
& West Berkshire

Role Description: **Secretary, Maternity Forum**

Role responsibilities:

- **Formal Meetings**
  - Prepare the papers for formal meetings - logos/formatting and printing/photocopying
  - Attend, contribute and take minutes at four formal meetings per year (Jan, Apr, Jul and Oct)
  - Send minutes to Chair following each meeting to be reviewed and sent to members
- **Community-based feedback sessions**
  - Assist in facilitation of four community-based feedback sessions per year (Feb, May, Aug and Nov)
    - Reading, Newbury, Wokingham & Henley
    - Advertising the events
    - Selecting and paying for appropriate venues
    - Help with logistics
- **Service User Reps Gathering**
  - Attend four reps gatherings during which recent feedback will be discussed and the formal meeting agenda is created (Mar, June, Sept and Dec)
  - Take minutes/actions and distribute to the reps
- **MSLC Accounts**
  - Monitor bank statements
  - Monitor payments in and out
  - Annual accounting report for the committee
- **Social Media Input**
  - Contribute to the Maternity Forum Twitter feed
  - Contribute to the Maternity Forum Facebook page
- **Publicity/advertising**
  - Assisting with design, ordering, payment of advertising

Hours: 5 hours per month - 2 hours attending a meeting each month and 3 hours for the administration tasks.

