



Role Description: **Vice Chair, Maternity Forum**

Role responsibilities:

- **Formal Meetings**
 - Attend and contribute to four formal meetings per year (Jan, Apr, Jul and Oct)
 - Be back up chair of these meetings to step in if required
- **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 appropriate venues
 - Help with logistics
- **Service User Reps Gathering**
 - Attend and contribute to four user reps gatherings during which recent feedback will be discussed and the formal meeting agenda created (Mar, June, Sept and Dec)
 - Plan and facilitate parts of these gatherings
- **Promotion**
 - Be involved with promoting the Maternity Forum MSLC to the public - possibly writing for local newspapers, magazines, etc.
 - Be involved with promoting the Maternity Forum MSLC to NHS staff - possibly writing for internal publications, etc.
- **Social Media Input**
 - Contribute to the Maternity Forum Twitter feed
 - Contribute to the Maternity Forum Facebook page
- **Maternity Information Leaflets**
 - Review all Maternity Information leaflets created for women to ensure best use of language and unbiased presentation of information to enable women and their partners to make their own informed decisions about their maternity care.

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