



Hemyock Churchinford Dunkeswell

BLACKDOWN PRACTICE PATIENTS PARTICIPATION GROUP (PPG)

ROLE OF CHAIR

- The Chair shall be elected by the PPG members to serve for a period of 12 months from the April meeting as the first item on the Agenda and may stand for re-election.
- The Chair shall stand down after a period of three consecutive years and may not be elected for a further period of 12 months.
- Any election shall take place by a show of hands from those present at the meeting.
- Nominations for the post of Chair must be supported by a proposer and a seconder at the meeting.
- In the absence of the Chair, one of the other PPG members will be invited to chair the meeting.

DUTIES AND RESPONSIBILITIES OF THE CHAIR

Duties and responsibilities shall include, but not be limited to:

- set the agenda in conjunction with the Practice Manager;
- welcome new members and make introductions;
- introduce speakers;
- ensure that the timing of the agenda is maintained;
- ensure that each member has an opportunity to speak and to control the meeting;
- contributions shall be non-political and non-sectarian, at all times respecting diversity and exemplifying the PPG's commitment to the principles contained within the Equality Act;
- that the ruling of the Chair is final on matters relating to orderly conduct.

Agreed 13 June 2019