



Role Description: **Chair, Maternity Voices Partnership**

Role Responsibilities:

Contact point

- o Be the main contact person for all enquiries to the MVP
- o Regularly check the MVP email Inbox and respond accordingly
- o Regularly post MVP activity on any local MVP Facebook page/Twitter
- o Regularly share links to the local MVP website (if applicable) and any online surveys via social media

Formal Meetings

- o Attend and chair **X** formal MVP meetings (these will vary between each MVP but ideally no fewer than 4 a year)
- o Ensure all stakeholders are able to contribute to the meeting

Service User Reps

- o Recruit and informally interview volunteer service user reps
- p Actively encourage seldom heard voices to be involved
- o Induct new service user reps
- o Plan and deliver training to service user reps
- o Offer ongoing support to service user reps
- o Be involved in succession planning – mentoring other service users to ensure the sustainability of the MVP
- o Depending on your model of meetings, the chair may meet regularly with service user reps a number of times per year (service user meetings/coffee mornings)

Networking with other MVPs

- o Actively participate on the MSLC Leaders and Members Facebook group (which includes National Maternity Voices, the group of MVP service user chairs in England)
- p Be aware of the Terms of Reference of National Maternity Voices
- o Actively network with the other MVPs in your Local Maternity System and/or region

(This networking will enable a chair a) to feel supported by her peers and b) enable her to stay up to date with how other MVPs are run - what works well elsewhere)

MVP Representation (this role could be shared with another service user advocate where appropriate)

(the following is a list of meetings where there may/should be MVP representation but this will vary nationally)

- o Attend and contribute to local Labour Ward Forum at the Trust

- Attend and contribute to quarterly Maternity Commissioning Group meetings
- Attend and contribute to quarterly Local Maternity System meetings
- Attend and contribute to any other regional and national maternity gatherings where women's voices need to be heard

Nolan Principles

Act in accordance with the [Nolan Principles](#) of [conduct in public life](#) in carrying out this role – selflessness, integrity, objectivity, accountability, openness, honesty, leadership

Hours: Chairs generally spend between 16 and 24 hours per month on MVP work (they are suggested to be remunerated at the PPV rate of £150/day <https://www.england.nhs.uk/wp-content/uploads/2017/08/patient-and-public-voice-partners-expenses-policy-oct-17.pdf>) They may need support with internet access if required. The breakdown of their duties will vary but may be: 2 hours leading a MVP meeting (formal, user reps or feedback session), 4-6 hours responding to women/maternity staff communication, 2-4 hours managing the team of volunteers, 4-6 hours networking with other MVPs and 4-6 hours representing women's voices at local and regional level.