



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

The list below covers what might usually be expected of an experienced chair in an established, effective, well-functioning and adequately funded MVP. MVPs take time to develop, so chairs of newly established MVPs may not be able to fulfil all these responsibilities straight away. Some level of support to fulfil these roles may be required and should be identified by the MVP members at local level. A chair should be supported by a MVP secretary, treasurer, social media lead, etc and by the CCG and LMS.

Role Responsibilities:

Contact point

- o Be the main contact person for all enquiries to the MVP. The MVP chair is the lynchpin of the committee and connects and networks interested parties and MVP members, as well as users of maternity services with provider staff to enable coproduction projects. Interested parties might include childrens' centres, parent groups, charities relevant to maternity services, etc.
 - o Regularly check the MVP email inbox and respond accordingly
 - o Regularly post MVP activity on any local MVP Facebook page/Twitter (if there is no designated social media lead)
- 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 the voices of minority groups to be involved
- o Induct new service user reps
- o Facilitate service user reps access to training
- 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)

Governance:

Ensure that the MVP is GDPR compliant and complies with local governance issues (public liability/DBS checks etc where appropriate)

MVP Representation

The following is a list of meetings where there may/should be MVP representation but this will vary nationally. It is recognised that the chair cannot be solely responsible for attending all the local and LMS meetings, so this role could be shared with another service user advocate where appropriate

- Attend and contribute to local Labour Ward Forum at the Trust
- Attend and contribute to quarterly Local Maternity System meetings
- Attend and contribute to any other local, regional and national maternity gatherings where women's voices need to be heard

Workplan

- Take forward the workplan – working as a 'project manager' to ensure the workplan of the committee is progressed

Budget

- Ensure the MVP budget is appropriately managed/reported on to the MVP annually/negotiate future budgets.

Annual report

- Write and distribute the committee's annual report to MVP members and relevant stakeholder organisations (these may be listed in the MVP Terms of Reference).

Networking with other MVPs

- Actively participate on the MSLC Leaders and Members Facebook group (which includes National Maternity Voices, the group of MVP service user chairs in England)
- Be aware of the Terms of Reference of National Maternity Voices
- Actively network with 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)

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

The role of the chair is strategic and vital to the smooth running and effectiveness of the Maternity Voices Partnership. To recognise the time and skills needed for the role, best practice is for it to be remunerated at the rate of £150 a day, (role 4 in the service user involvement description of the NHS England Patient and Public Voice Policy). <https://www.england.nhs.uk/wp-content/uploads/2017/08/patient-and-public-voice-partners-expenses-policy-oct-17.pdf>.

Hours: Chairs generally spend between 2 and 5 days per month on MVP work. They may need support with internet access if required. The breakdown of their duties will vary from month to month but may be (as a minimum):

Task	Hours
Preparing for and Leading MVP meeting (formal, user reps or feedback session)	2-4 hours a month
Responding to women/maternity staff communication	4-8 hours a month
Managing the team of volunteers	2-8 hours a month
Networking with other MVPs	2-4 hours a month
Taking forward the workplan	4-8 hours a month
Representing MVP/women's voices at local and regional level	4-8 hours a month