



## Cancer Partnership Group Joint Chair Role Description

### Purpose

Two user members will share the role of Joint Chair, leading the Cancer Partnership Group (CPG) to fulfil its objectives as set out in the Terms of Reference by ensuring an effective relationship between the CPG and Great Western Hospital Cancer Services Department.

### Term of Office:

- The Term of Office will initially be for 1 year.
- Each Chair will then have the option to either step down or continue in position for another 3 months up to 2 years in total.
- When a member/members step down, the role of joint Chair will be open for other members to apply, for an initial term of 1 year as above.

### Person Specification for Group Joint Chair:

- Ability to Chair meetings – able to organise and run meetings methodically, to time and in a manner that supports full participation by all members.
- Ability to work effectively with all CPG members and Trust managers.
- Good leadership, organisational, project management and interpersonal skills.
- Possess tact, diplomacy, integrity and good communication skills.
- An ability to work effectively as a member of a team and to lead a team.
- Understanding of, and ability to promote, the idea of involving and consulting patients/public in how health services are provided.

### What We Offer:

- Practical and personal support
- Training events to develop skills and knowledge

### Meetings where Chair Representation is proposed:

- Cancer Management Meeting – twice a year to present minutes and a yearly report

### Main Duties

#### The Joint Chairs' will share the following main duties:

- Provide leadership for the CPG and ensure the effective functioning of the group whilst chairing its meetings.
- Ensure the CPG complies with its Terms of Reference.
- Set calendar for the CPG meetings and agree agendas with Trust Cancer Lead.
- Share the Chairing of the CPG meetings, including:
  - Noting apologies from members unable to be present.
  - Ensuring those attending know one another.
  - Working through the agenda in a timely fashion to ensure the meeting does not overrun.
  - Ensuring everyone has the opportunity to participate.
- Receiving draft minutes to ensure accuracy prior to circulation.
- Working closely with the Trust Cancer Lead to ensure actions agreed at the CPG meetings are being taken forward by relevant members, with regular progress updates.
- To present CPG views to Trust managers and act as communication link between Trust managers and CPG members.
- To represent the CPG (or nominate another member) to provide a user's perspective at meetings, functions and other events within the Trust and externally, when required.
- To present minutes (twice yearly) and an annual report of CPG activity to the GWH Cancer Management Group.

- To undertake an annual review, in partnership with the Trust Cancer Lead, of the CPG's role, structure and relationships.
- To be involved with the recruitment of CPG members.