

### **Clare PPN Representative's Responsibilities:**

Clare PPN secretariat and staff understand fully that the roles of PPN representatives are unpaid voluntary positions and we all appreciate greatly the willingness of community minded people to step forward on behalf of their communities.

### **Clare PPN Representative's Responsibilities:**

- To represent Clare PPN's member groups and in particular those from their college on the committee or structure they are elected to.
- To attend the scheduled meetings and workshops of the committee or structure they are elected to. Clare PPN is required to monitor attendance at all such meetings and is obliged to act to replace representatives in the event of repeated non-attendance by any representative. Any representative who has missed three consecutive meetings will be understood to have stepped down from their position and will be replaced.
- Representatives who are unable to attend their scheduled committee meetings should notify Clare PPN by contacting [admin@clareppn.ie](mailto:admin@clareppn.ie) as well as notifying the administrator of their particular committee.
- Representatives are required to provide Clare PPN with a brief report of each meeting attended for circulation to member groups. Clare PPN has a template for these reports and they should be emailed to [admin@clareppn.ie](mailto:admin@clareppn.ie) within one week of each meeting attended.
- Representatives will be required to participate in other meetings scheduled by Clare PPN which related to their role as representatives- these meetings may be 'college or linkage group' meetings, 'plenary' meetings or training workshops.
- Representatives will be required to work with Clare PPN staff and member groups on forming policy positions or submissions related to seats they hold as and when necessary

### **Expenses:**

Clare PPN representatives are entitled to be paid their travel and subsistence expenses according to Clare PPN's expenses policy for any events arranged directly by Clare PPN. It is each representative's responsibility to ensure that claims for expenses are submitted and are correct.

Clare PPN representatives are also entitled to be paid their travel and subsistence expenses for participation in Clare County Council's Committees and this is arranged directly between the representative and the administrator of the body they sit on.

### **Term of Office:**

According to the guidelines established for PPNs, the maximum term of office for representatives is pegged to the term of office of each Council. When local elections are called all the committees of the council are also dissolved and must be reconstituted after the local election process. Member groups of Clare PPN can however decide the term of office for its representatives and this decision can be taken at one of the twice yearly plenary meetings of the PPN.