

## Clare PPN Representatives' Charter

The Clare PPN Secretariat and staff fully understand that the roles of PPN Representatives are unpaid, voluntary positions. We all appreciate greatly the willingness of community-minded people to step forward and present the views of their communities on behalf of their communities.

### Clare PPN Representatives' responsibilities:

- To represent the views of Clare PPN's member groups – in particular those from their college – on the committee or structure to which they are elected.
- To attend the scheduled meetings and workshops of the committee or structure to which they are elected.
- To attend a pre-meeting with the other PPN Representatives who sit on their committee. This meeting will be organised by Clare PPN staff and will either take place in Clare PPN's offices or online and will provide an opportunity to go through the meeting agenda and discuss any member group's input.
- Representatives will be required to participate in other meetings scheduled by Clare PPN that relate to their role as Representatives – these meetings may be College or Linkage Group meetings, Plenary meetings or training workshops. Representatives should expect to attend approximately 12 meetings a year, including the meetings of their committee.
- 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 two consecutive meetings of their committee, or meetings that Clare PPN requires them to attend, 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 work with Clare PPN staff and member groups on forming policy positions or submissions related to seats they hold as and when necessary.
- Clare PPN frequently organises workshops, conferences and training events. Clare PPN Representatives can choose whether or not to participate in these events, according to their interest. However, they are required to participate in training that relates to their role as a PPN Representative.

**Political affiliation:**

- While a PPN Representative can be a member of a political party, they cannot hold a PPN Representative role while simultaneously acting as a local area rep or official spokesperson for their party. *CVSP 8/2018*
- If a PPN Representative declares themselves to be an election candidate (local, general, EU or presidential) they must immediately step down from their Representative role and may not seek that Representative role again until one year after election day.

**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.

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