Members' Forum Regional/National Representative Role Description

The role of Regional/National Representatives to the UKCP Members' Forum (MF) is to keep the MF in-touch/updated with regional & national issues, and to report back to their regional/national constituents following MF meetings.

To achieve this:

- Two representatives from each region/nation are invited to attend MF meetings which occur at least 3 times per year (normally 10am to 3pm on a Saturday, either online by Zoom or in-person). Meeting-related expenses for in-person meetings will be paid to representatives in accordance with the UKCP Expense Policy.

- Representatives can write/report to their regional/national constituents and their communications will not be altered, edited or modified by the office (unless they are in some way clearly inappropriate). The representatives should make it clear in their communications that the views expressed are their own.

- Communications to the constituents of each representative are sent via the UKCP office; email lists cannot be shared with representatives for GDPR/Data Protection reasons.

- Separate meetings just for the Regional/National Representatives are held 3 or 4 times a year (normally 10am to 11:30am on a Saturday online by Zoom). The Members' Forum Moderator and UKCP Chair also attend these meetings.

- Regional/National representatives will be provided with a UKCP email addresses which they can share with their regional/national constituents so they can be contacted by those they represent (this avoids representatives having to use their own personal emails).

- The role of representatives is to present the views of their constituents as best they can, setting aside their own personal views, modality, employment etc.

- The representatives will also be the main contact for UKCP staff when arranging events in their regional/national area.

Regions/Nations (2 representatives per region/nation)

- Northern Ireland
- Scotland
- Wales
- London
- Midlands / East England
- Northern England
- South West England
- South East England

Time Commitment

Regional/National Representatives are expected to attend Members' Forum meetings. The MF will, where possible, endeavour to hold at least one meeting per year outside of London at an appropriate venue within the regions/nations detailed above (e.g. Leeds for Northern England, Cardiff for Wales etc.).

In addition, Regional/National representatives will normally be expected to attend the separate Regional/National representative meetings detailed earlier, plus any UKCP events that take place within their region/nation.