

Chairperson of the MSLC 2016

The chairperson of the committee will be elected by the membership / appointed by the CCG commissioning maternity care in consultation with MSLC members.

The chairperson should be a user member and independent of those directly responsible for commissioning or providing services.

Where the chairperson is not a user member, a user member should be encouraged to take the role of vice chair.

The chairperson of the MSLC should endeavour to be available for both MSLC meetings and other MSLC business such as representation at LSA visits or representing the MSLC on maternity staff appointment panels.

The chairperson has a responsibility for ensuring there is outreach to all service users and by making the MSLC as service user-friendly as possible.

The leadership must ensure that there is a balance of MSLC membership based on nominations from professionals and user groups.

The chairperson should provide information on the MSLC to members of the committee and identify any training needs that they may have.

Annual Plan: By keeping up-to-date with both local and national maternity issues the chairperson, in reference to this, should put together a list of priorities for the MSLC to focus on over the coming year.

Annual Report: The MSLC chairperson is responsible for producing an annual report on the work of the MSLC each year.

MSLC Budget: A budget for the MSLC should be overseen and if possible administered by the chairperson.

MSLC Meetings: The chairperson is responsible for leading meetings of the MSLC.

The chairperson is also responsible for putting together an agenda for each MSLC meeting.

Any members may ask the chairperson for items to be included on the agenda.

The chairperson may invite individuals on an ad hoc basis to a meeting for particular items on the agenda.

In the rare absence of both the chairperson and a vice chair, members shall elect one person to take the chair for the duration of the meeting.