

## Structure

- The Council should consist of a minimum of eight and a maximum of twelve members.
- It should have an appointed Chairperson and a Secretary.
- Officers will be initially elected for a 12 month period after which they will stand down and nominations will be put forward for new officers who will then be in post for a period of three years and elections will be held on a three year rotation.
- The Council should meet a minimum of four times each year. At any meeting of the Council six members must be present to form a quorum.
- Applications from people wanting to join the Council will be assessed by the Council and they will decide whether to appoint or not.
- All meetings will be minuted by the Secretary and a copy forwarded to CLAPA Head Office.
- The Chairperson will set agendas for each meeting and forward a copy to CLAPA Head Office.
- A member of the Council ceases to hold office if he or she is absent without the permission of the committee from all its meetings held within a period of nine months, or from three consecutive meetings.
- CLAPA will provide some administrative/financial support where necessary

## Aims

- To be the voice of adults born with cleft lip &/or palate and inform CLAPA of issues we should be addressing.
- To proactively generate ideas and form action plans for the Council.
- To promote awareness of the services available to adults from both CLAPA and the NHS Cleft Teams.
- To provide a regional presence to deliver CLAPA's services effectively.

## **PRIMARY ROLES OF OFFICERS**

### **Chairperson**

The CLAPA Adults Council is part of a national network. The chairperson should be in regular contact with CLAPA National to ensure that Council's aims are consistent with national aims and that the Council plays an active part in CLAPA's strategic plans. The chairperson should ensure that the Council and its committee undertake its work effectively and in accordance with the CLAPA constitution.

#### **Role description:**

- Set agendas and chair Council meetings, ensuring committee meetings are arranged and run effectively. In the event that he/she is unable to attend a deputy should be nominated to chair the meeting.
- Maintain regular contact with Head Office, providing regular updates on Council activities.

The actual tasks and work performed by the chairperson can vary. Tasks can be shared between committee members, helping to prevent one person from being overworked and giving everyone a chance to gain experience. Much depends on the skills and time offered by other committee members, but a key aim for a chairperson should be to encourage new members and to let other people develop their skills and experience.

### **Secretary**

The secretary is responsible for fixing venues, and making arrangements for meetings, taking minutes at meetings and disseminating documentation to the appropriate people after the meeting.

#### **Role description:**

- Take minutes of all meetings and ensure correct notice and agenda are circulated. A copy of the minutes from all meetings must be sent to CLAPA National no later than one week after the meeting.
- Keep a register of all members contact details and inform CLAPA National of changes in officers.