

CLAPA Adult Representation Committee – Terms of Reference

Terms of Reference

1. The CLAPA Adult Representation Committee (ARC) should consist of a minimum of four members.
2. A Chairperson and a Secretary should be nominated at each meeting to chair and minute that meeting respectively.
3. The ARC should meet a minimum of four times each year, at least two of which are face to face meetings; each member is expected to attend a minimum of two meetings each year. Technology can be used to hold the remaining meetings – e.g. a meeting on Zoom. Additionally, should someone be unable to attend a face to face meeting, reasonable provision will be made to attempt to facilitate their attendance using technology.
4. Applications from people wanting to join the CLAPA ARC will be assessed by the Adult Services Coordinator on a 6 monthly basis. Successful applicants would be required to attend a volunteer development day to be inducted into the ARC.
5. All meetings will be minuted by the Secretary and a copy forwarded to the group and the Adult Services Coordinator within 2 weeks.
6. The Adult Services Coordinator will set agendas for each meeting.
7. All activity is to be regulated by, and is accountable to CLAPA National.
8. CLAPA will provide some financial support where necessary and will provide a named point of contact who will attend meetings, this is currently the Adult Services Coordinator.
9. A WhatsApp group will be available for informal discussion amongst ARC members. Membership of the WhatsApp group is optional. Agendas and minutes etc. are to be communicated via email.

Aims of the CLAPA Adult Representation Committee (ARC)

- To be the representative group of adults born with cleft lip &/or palate (cleft) and inform CLAPA's Adult Services Project of interventions we should be considering.
- To review literature and resources related to adults that CLAPA is producing.
- To promote awareness of the services available to adults.
- To support CLAPA with internal and external research projects.

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How do I apply?

Apply at anytime by following the instructions here: www.clapa.com/arc. Your application will be considered by the Adult Services Coordinator at the next 6 monthly recruitment.