**Roles and Responsibilities**

**Chair and Vice Chair of Greater Manchester Service User Network**

Chair

To provide leadership and preside over meetings

To have the final say over meeting agendas

To ensure accurate and true minutes are taken and circulated

To maintain order and respect in meetings

To promote fairness and equality

To ensure the GM SUN functions smoothly

To ensure the group is managed effectively

To ensure support is provided for the group

To represent GM SUN outside of meetings in collaboration with the Vice Chair

Vice Chair

Primary duties are to support the Chair of the GM SUN in meetings and all their duties

Regular contact with the Chair

Regularly attending meetings and in the Chair’s absence acting as Chair (and doing their job fully)

* It is expected that the Chair and Vice Chair attend as many of the meetings as possible and in the Chair’s absence it is presumed that the Vice Chair will step in to support the Chair and facilitate meetings and social/public events
* In the absence of both the Chair and Vice Chair, it the responsibility of the Chair or Vice Chair to elect a member of GM SUN to facilitate the meeting in their absence

**Linked policy**

* Any conflicts or working disagreements between the Chair and Vice Chair that affect their ability to carry out their roles needs to be overcome with appropriate external support
* If either the Chair or Vice Chair decide to resign from their position it will trigger a re-election process where 60% of GM SUN members need to vote to carry the motion through and if a general election takes place the percentage would be the same
* If leadership resignation is given it is expected that the Chair or Vice Chair try and remain in their position for a month whilst the election process is followed through to ensure the smooth running of the group. The election process should not take any longer than one calendar month and involves registration of interest for the post, the circulation of bio’s/election pitches to the group and a voting deadline. Any late registration will not be considered unless there are extenuating circumstances and late votes will not be counted at all.
* If the GM SUN members feel strongly that either party are not supporting the group they are within their rights to state a ‘vote of no confidence’ if 60% of members feel the same. This will trigger a re-election
* The position of Chair and Vice Chair are subject to regular re-elections at an XYZ interval????

Regular elections? The 60% is based on 20 members (2 from each area) so would be 12 people out of 20, do you think that’s OK?