

Meetings – What is Expected of a Lay Representative

Responsibilities include:

- Understanding the terms of reference for the meeting.
- To read the agenda, minutes of previous meetings, accompanying documentation and to see that action points from previous meetings have been covered.
- Approach someone (e.g. Chair) before the meeting for clarification of the purpose of the meeting, if the terms of reference are unclear.
- Lay representatives are part of the meeting and may be asked to comment on matters applicable, such as the patient voice.
- To ask questions and provide a lay perspective on matters discussed.
- To take forward any actions identified during the meeting.
- It is not expected a lay rep should have clinical knowledge.

Review Date: *October 2020*