



# West Street Surgery

## Patient Participation Group

### Chairperson's / Vice Chair's Terms of Reference

**The PPG Chairperson** has a term of office not exceeding 3 years with the possibility of re-election after that time.

1. Manages and chairs the meetings and the day to day running of the Group.
2. May represent the PPG in wider public and patient engagement levels.
3. Liaison with the Senior Partner and Practice Manager to agree meeting agendas and annual programme.
4. Ensures that regular Quarterly Meetings of the PPG are held, and members are circulated with relevant paperwork.
5. Initiates the PPG Annual Report in conjunction with the Practice Manager.
6. Convenes Extraordinary or additional meetings of the Group when necessary.

#### **The Vice Chairperson:**

1. The PPG has an elected Vice Chairperson who has a term of office not exceeding 3 years, with the possibility of re-election after that time.
2. Deputises in the Chairpersons absence.