

PARENT REPRESENTATIVE AGREEMENT

Thank you for agreeing to be a Parent Representative for Essex Family Forum. This is an agreement between you and Essex Family Forum, setting out the guidelines for being a Parent Representative.

I, *(insert name)*:.....

would like to represent Essex Family Forum as Parent Representative for [need, skill or setting].....

THE ROLE:

As a voluntary organisation we are asked to contribute to a large number of consultations, surveys & grant bids, as well as attending meetings. These can be fairly general (e.g. about SEND, the reforms, consultations, workshops) or specific (strategic meetings around education, health and social care). Your role and input as a parent carer representative is invaluable to shape and transform processes and services in Essex.

What it may involve:

- attend meetings or events which relate to your specific topic, with another member of Essex Family Forum, if possible
- providing and circulating written feedback from those meetings you attend, within a 2 week period
- respond to requests for our input, where they relate specifically to your topic
- helping out generally when Essex Family Forum are running an event
- training, where relevant
- promoting the organisation to help us raise our profile

ESSEX FAMILY FORUM AGREES TO:

- support you in this role, with advice and practical help
- pay your expenses for the work that you do, in the form of mileage to attend meetings, parking or transport costs as well as purchasing stationary for example
- pay expenses within a timely manner of being submitted, provided expense forms are properly completed with receipts
- support you with regard to your personal circumstances and ensure that you are not asked to do more than you can manage at any time (recognising that if your personal circumstances make it difficult for you to continue as an Essex Family Forum parent/carer representative, you can take a leave of absence or resign this role)
- provide training and personal development



PARENT REPRESENTATIVE AGREEMENT

I AGREE TO:

- represent Essex Family courteously at all times
- abide by the aims and values of the Essex Family Forum, and its policies and procedures
- keep in mind that I am representing all Essex families of children & young people with disabilities and special educational needs, whilst drawing on my own experience
- not use this position as a vehicle to fight a personal battle for my own family
- treat the information I gain from Essex Family Forum matters as confidential, as defined by Essex Family Forum's confidentiality policy
- complete expense and feedback forms in a proper and timely manner

<i>Signed (Parent):</i> <hr/>	<i>Signed (on behalf of Essex Family Forum):</i> <hr/>
<i>Print Name:</i> <hr/>	<i>Print Name:</i> <hr/>
<i>Date:</i> <hr/>	<i>Date:</i> <hr/>