

## **Meetings – What is Expected of a Lay Representative**

Understand terms of reference for the meeting.

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.

Understand they are part of the meeting.

Feel confident 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: *April 2019*