



Terms of Reference CPHVA Health Visiting Forum

- Self nominating.
- Advertised through Community Practitioner Journal.
- Active Unite/CPHVA membership.
- Twelve members maximum.
- Reflects the geographical diversity of the four countries.
- Nominations supported with a CV.
- Appointed by the National Professional Committee or its selection panel.
- Eligible to expenses under Unite rules.
- Meet up to 3 times a year on weekdays. Support will be given to those members who experience difficulties with time off from their workplace.
- Elect a Chair and Vice Chair.
- The Chair will sit on the National Professional Committee as a non-voting member.
- Have strong development portfolio.
- Members serve two years, may stay on if no replacement comes forward.
- Unite health sector Professional Officer assigned to group but work completed by members supported by Professional Officer.
- Co-optees can be appointed for specific work streams.
- Work plan will be generated by the group assimilating topics disseminated by the National Professional Committee.
- Task and finish groups will be established to lead work streams, each with a designated lead.
- If members miss more than two meetings without sending apologies then they will be asked to resign.
- If members miss 3 or more meetings they will be asked to resign as this suggests they don't have the capacity to support the work of the group.
- There is an expectation that members will contribute between meetings. Members unable to or not doing this will be asked to stand down so others can be brought in to maintain the output of the group.

These Terms of Reference were amended December 2009 to reflect changes since previous version.

