



Voices Scotland Checklist for Representatives

- Do I have the time to commit to this role?
- Do I know that time commitment that would be expected of me? Weeks, months, years?
- Do I have the energy to commit to this role?
- Is my role written down so that everyone is clear about it?
- Was I elected/appointed/did I volunteer? If elected, by whom? How much/how often do I report back to those who elected me or put my name forward?
- How much time is expected of me?
- How do I feel about this?
- Do I contribute to meetings as an individual? If so, are all the committee members clear that this is what I am doing or are they under the impression that I am a representative of CHSS or another organisation?
- Am I in touch with local branches of my organisation, people with long term conditions or with the general public/patients on a ward (whichever is most applicable)?
- Do I/we have a clear picture of the social and ethnic mix of the local population?
- How do I/we make sure that everyone who wants to put their views across is able to do so? (Don't be afraid to speak up. Others in the room will probably have felt like that at some point).
- Do I know how to reclaim travel, childcare, respite or any other expenses I may incur?
- Do I have any special needs as a result of my condition that the Committee Chair and/or Committee members need to be aware of or help support?
- Is there any transport provided for me to use?

For experienced representatives:

- How long have I been involved? In that time has the committee/group changed or been reviewed?
- Identify the key people who have the most influence even if they are not represented in your group. Build good relationships with these people.