|  |
| --- |
| **Solihull Parent Carer Voice CIC - Steering group member** |
| **Main purpose and scope of the position:** | * Support the directors to manage the overall running of the organisation.
* Help to set and monitor the budget for the forum
* Approve and support applications for funding
* Set the strategic direction of the forum
* Promoting a positive public image and control the dissemination of information on our company’s behalf.
* Promote ways to get involved with the forum and its work
 |
| **Reports to:** | Chair of the Solihull Parent Carer Voice CIC |
| **Responsible for:** | * Promoting the aims and values of our forum
* Supporting the steering group in fulfilling their duties outlined in the terms of reference.
 |

**Main duties and key responsibilities**

**Strategic oversight**

* Working as part of the steering group to set the direction and priorities for Solihull Parent Carer Voice CIC
* Ensuring the aims of Solihull Parent Carer Voice CIC are achieved
* Help to ensure Solihull Parent Carer Voice CIC has good financial policies and management in place
* Help to ensure Solihull Parent Carer Voice CIC has the require policies in place such as governance (Articles of Association), financial control, safeguarding GDPR etc, and these are being applied.

**Developing links and opportunities for parent carer involvement**

* Communicating Solihull Parent Carer Voice CIC vision and priorities
* Engage and build effective relationships with the SEND community in Solihull.
* All steering group members are responsible for representing the views of a wider group of parents. Therefore, each member should have a system of networking and disseminating information to other parents.

**General Data Protection Regulations (GDPR)**

You will fully comply with the General Data Protection Regulation and current Data Protection Principles, which state that all information must be:

**The GDPR includes the following rights for individuals:**

1. the right to be informed
2. the right of access
3. the right to rectification
4. the right to erasure
5. the right to restrict processing
6. the right to data portability
7. the right to object; and
8. the right not to be subject to automated decision-making including profiling

Solihull Parent Carer Voice CIC maintains a GDPR policy which you will need to comply with when undertaking your role. The steering group have the responsibility collectively to decide on what data the forum collects and acts as the data controller.