

# Committee Member Ways of Working

## Meeting Attendance

- Attend 70% of all committee meetings.
- Attend the AGM where possible.
- Provide apologies in advance.

## Induction

- Welcome call with Chair within 4 weeks of being elected/appointed.
- Visit the CPGM office to meet the team within 3 months of being elected/appointed.
- Attend CPE “new member” briefing day within 6 months of being elected/appointed.

## Communication

- Respond to routine emails within 5 working days.
- Respond to urgent emails within 2 working days.
- Review documents within 2 weeks.
- Send a message if you're not able/going to respond.
- Inform office team of holiday dates/absence.



## Ways of Working

- Board meeting slides/content to be provided to the team no later than the Monday of the week before meeting (10 days before meeting date)
- Action points to be completed by the agreed deadline and the office team informed so the action log can be updated.
- Create a climate where everyone feels able to speak and contribute.
- Committee member should provide a short report of any meetings they attend on behalf of CPGM unless confidential.
- Demonstrate commitment to attend subgroups.
- Repost/retweet/like social media posts.

## Keeping up to date

- Attend virtual CPE refresher training day every 4 years or as needed for your role.