|  |  |
| --- | --- |
| **Southampton Parent Carer Forum- 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 groups behalf. * Promote ways to get involved with the forum and its work |
| **Reports to:** | Chair of the Southampton Parent Carer Forum |
| **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 Southampton Parent Carer Forum
* Ensuring the aims of Southampton Parent Carer Forum are achieved
* Help to ensure Southampton Parent Carer Forum has good financial policies and management in place
* Help to ensure Southampton Parent Carer Forum has the require policies in place such as governance, financial control, safeguarding GDPR etc, and these are being applied.

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

* Communicating Southampton Parent Carer Forum vision and priorities
* Engage and build effective relationships with the SEND community in Southampton.
* 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

Southampton Parent Carer Forum 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.