

ADULT REPRESENTATIVE ROLE DESCRIPTION

Core Objectives

- To act as a positive and inspiring ambassador for both adults and for the cause
- To represent the views of adults with dyspraxia at Executive Committee Meetings
- To chair a panel of adult advisors

Main Duties

- To raise awareness of the Dyspraxia Foundation, Developmental Co-ordination Disorders and Developmental Dyspraxia
- To highlight issues facing adults with dyspraxia and utilising appropriate opportunities for public speaking both at Dyspraxia Foundation events and externally to businesses
- To regularly seek views and opinions of adults with dyspraxia and advise to the Management Board and Trustees
- To inform local adult contacts of all relevant decisions made at a national level, done through a variety of means, including social media, online meetings and free webinars
- To manage and liaise with a panel of adult advisors to help find and collate or draft information to benefit adults with dyspraxia, answer adult related queries from the helpline service and advice sheets and website content
- To liaise with other panels (e.g. Medical, Education) to ensure adult issues are considered
- To liaise with Local Groups to encourage support for adults with dyspraxia in their area and collect positive stories to strengthen the Dyspraxia Foundation's case for support

Key Responsibilities

- To abide by the Dyspraxia Foundation Articles of Association
- To liaise closely with the Adult Advisor
- To liaise with the Dyspraxia Foundation office and ensure that there is a joined-up approach to all activities
- To report on adult issues to the Board of Trustees at meetings
- To always act in the best interest of the Dyspraxia Foundation and its members
- To adhere at all times to the Trustees Role Description
- To liaise with other Dyspraxia Foundation advisory panels

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Patrons: Dr Ian McKinlay Bsc, MB, Chb, DCH, FRCP, Dr W James Appleyard MA, BM, FRCP, MRCS, Lady Isabella Naylor-Leyland
Mr Jeffery Barratt, Mr Jamie Lambert, Miss Stephanie Guidera, Mrs Michele Lee MBE.

This role has an important role to play in being the eyes and ears of adult service users. The post-holder will also work alongside other trustees to plan for the future of the Dyspraxia Foundation through identifying and continually monitoring the greatest challenges, backed up by the needs of adult service users.

Confidentiality

The Adult Representative must at all times abide by the Dyspraxia Foundation's Confidentiality Policy and ensure that all the adult contacts have read and understand this policy. (It is the responsibility of the DF office to ensure all appointed contacts are required to read and understand policy)

Data Protection

The Adult Representative is authorised to keep a list of adult contacts. Confidential details should be only be stored in accordance with the DF Data Protection and Confidentiality Policy.

This Role Description is not intended to be prescriptive or restrictive in any way and may be altered or adapted in consultation with the Board of Trustees to reflect individual roles.

Reviewed: April 2019