

Regional Representatives Job description

November 2009

The role of Regional Representative is crucial to effective communication within the Diabetes Management and Education Group, DMEG. This is a role that any DMEG member can fulfil and the position will contribute to continuing professional development, CPD.

A Regional Representatives role includes:

1. Offering the DMEG members in the region an opportunity to meet together at least once a year. This could be carried out through informal meetings and/or study days. If the group is not able to meet, networking could take place via email. This would need to be agreed within the group.
2. Distribution of communications sent by the Regional Representatives co-ordinator including alerting members to the minutes of the DMEG committee meetings (on the website) and requests for information. Anyone requesting information from DMEG members is recommended to do this via the DMEG forum so that responses can be shared.
3. To present an annual report to the DMEG committee and other regional reps at the annual reps meeting. If unable to attend this meeting a report should be sent to the Regional Rep co-ordinator and the website editor.
4. To contribute to the Regional Rep section of the DMEG website
5. To advertise to the regional membership when resigning and if possible find a replacement and inform the Regional Rep co-ordinator of the new contact details.
6. The role of Regional Rep can be shared

It is suggested that the role of regional representative is undertaken for a two year period which can be extended for a further two years.

As a Regional Representative you are entitled to:

- £100 a year to assist with the cost of meetings and study days. Receipts need to be sent to the DMEG treasurer with an expense form. Expense forms are available on the DMEG website.
- Subsidised attendance at DMEG AGM/study day.
- Subsidised attendance at the annual Regional Representatives meeting (the day before the AGM/Study Day)

For further information contact:

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