

PPN Information

Criteria

To register for Roscommon PPN your group/organisation must:

- Be active and with a postal address in Co. Roscommon.
- Operate on a not-for profit basis.
- Be volunteer-led (organisations may have paid staff, but must be under voluntary control).
- Be independent, and this can include local and regional branches of national organisations.
- Have at least three members and are open to new members.
- Have an appropriate governance structure e.g. set of rules/constitution/financial procedures.
- Meet regularly.
- Be in existence for at least six months.
- Be non-party political.

It is the PPN's responsibility to validate the identity of its Member Groups.

Groups/organisations registering under the Environment Sector must be validated by the Environmental Pillar at a national level.

Benefits

There are huge benefits to joining the PPN which include the following

- Access to Information and supports to secure Funding & Grants being administered by Roscommon County Council.
- The opportunity to nominate members to sit on a Board or Local Decision Making Structures on behalf of the Network.
- Access to Capacity building and Training events which will support your organisation/club to develop.
- Access to information on decisions and proposals being made in County Roscommon, ability to comment on and input to them (Local and Public Consultations).
- An opportunity to network with and learn from other organisations in County Roscommon.
- Access to our monthly newsletter which includes all the latest grant/funding streams, community news, consultations, and resources

[Who can be a PPN Representative](#)

PPN Representatives perform an important function on behalf of PPNs. They are elected by Member Groups in their College/Pillar to get involved in, and contribute to, Local Authority Boards or Committees on behalf of the PPN. In doing this, they represent the PPN as a whole, their own Municipal District/area, their College and their group.

A Representative is elected for a fixed term to represent the issues of Member Groups on a particular Board or Committee. Details of the exact term of office should be provided with the information requesting nominations for the role. Some of these Boards or Committees are policy-driven, rather than operational bodies, while others are operational only. Elections to these Boards and Committees take place according to procedures developed by the PPN Secretariat and approved by the Plenary. The role of PPN Representatives is an active and participative one which requires commitment and time. Representatives are required to represent the views of their college/pillar (Social Inclusion/Environment/Community) as a whole, and not their own personal views, nor those of their Municipal District, Sector or Nominating Body.

[Role of the Representative](#)

The role of the Representative is a rewarding one. It is also a commitment of time and energy to make sure that it is carried out fully. To do this, the Representative must:

- Attend and participate fully in meetings of the Board or Committee, including any subgroups to which they may be appointed.
- Bring forward the issues of the Linkage Group to the Board or Committee for their consideration, including putting items on the agenda. They are not there just to represent their own group or opinion.
- Work collaboratively to identify issues, research, policy proposals etc. of interest or concern to the Group.
- Communicate regularly with the PPN Secretariat and staff about
 - Dates of Board or Committee meetings
 - Agendas for Board or Committee meetings
 - Reports from Board or Committee meetings
 - Items which require their input and / or are of interest

[Rights of the Representative](#)

Given the commitment asked of the Representative, they of course should be entitled to expect certain rights. These rights are to:

- Have active engagement with the PPN, including timely responses to issues raised.
- Be heard and respected as a full and equal member of the Board or Committee, with an appreciation that they are a volunteer.
- Be supported by Board or Committee members who respect the PPN and its contribution.
- In accordance with best practice, have access to an Agreed Outcome Statement or minutes from meetings which can be circulated as soon as possible afterwards.

- Receive relevant training to allow them to feel confident to participate on the Board or Committee.
- Receive expenses from the Local Authority for attending Board or Committee meetings including any subgroups and relevant training provided by the Local Authority.
- In accordance with best practice have the Local Authority try to hold at least some meetings at a time and location which facilitates them
- Receive an induction pack for the Board or Committee (and provided by the Board or Committee) on taking up appointment to include;
 - Terms of reference
 - Standing orders /procedures
 - Meeting schedules, locations and times, agenda and documents to be read in advance (at least two weeks in advance, and more if possible) including
 - Contact details for all Board or Committee members (subject to GDPR)
 - Access to technical support where required
- Have meetings conducted in a way that facilitates participation, open discussion and transparent decision making.

Responsibilities of the Representative

The Representative also has responsibilities to the PPN. These include to:

- Be able to use basic electronic communications effectively (i.e. email and internet browsing) or other suitable alternative.
- Prepare thoroughly for, attend and participate actively in Board or Committee meetings solely on behalf of the PPN, leaving any personal, business or political interests aside.
- Attend relevant training or networking events organised by the PPN or the Committee.
- Be open and honest in dealings with all stakeholders.
- Build positive relationships with other Board / Committee members for the benefit of the PPN.
- Portray the PPN in a positive and constructive way.

Time Commitment

Representing the views of the PPN on a Board or Committee is one of the most rewarding aspects of joining a PPN, but it does come with a time commitment. This commitment will vary depending on the Board or Committee. The information sent out with the nomination forms for each Board or Committee should provide an approximate time commitment based on the previous experience of the PPN. This can only ever be approximate as circumstances may mean that fewer or greater number of meetings will be required.