**ROLES AND RESPONSIBILITIES OF LMC MEMBERS**

ATTENDANCE

All members are expected to attend regularly at full meetings of the LMC and at sub-committees if appointed to them. Non-attendance at 3 consecutive meetings may be subject to that member being suspended or removed at the discretion of the LMC Secretary.

APOLOGIES

Members are expected to give their apologies BEFORE a meeting if unable to attend.

PREPAREDNESS

Members are expected to have read all relevant papers prior to a meeting. The office will ensure that whenever possible papers are sent out electronically 6 days before a meeting.

Members are expected to keep themselves up to date with issues affecting their

constituents, their constituencies and to be aware of national issues affecting the profession.

PAYMENT OF LEVIES

It a condition of membership of the Committee that elected members' practices would be regular payers of both the statutory and voluntary levies. Members would be expected to encourage other practices to do the same.

DECLARATION OF INTERESTS

Members are expected to declare any relevant interests in any LMC discussion where there may be an actual or potential conflict of interest either directly with the member concerned or with a family member or spouse/partner.

COMMUNICATIONS

Members are expected to respond promptly to all LMC communications, wherever possible in electronic format.

PERSONAL AND PRACTICE INTERESTS

Members are not expected to raise issues relating to them personally, or to their practices, unless using the issue to illustrate a point

Members are elected by constituents and are expected to make themselves available to them, to listen to their views and to ensure that those views are fairly represented.

Members must be aware that, by their election, they have a mandate to make

decisions on behalf of their constituents.

REPRESENTATION OF THE LMC

Members of the LMC are expected to follow LMC policy in interpretation of relevant documents and to fairly represent the LMC's views to outside organisations. Members shall not give interviews with the press or other publications without the authority of the committee.

LMC members are expected that when representing the core values of General Practice, their views will reflect the principles of equity, transparency of process, and equal opportunity for the benefit of all GP colleagues in the area.

If members express a personal view, rather than LMC policy, this should be made clear in any discussion.

LMC *I* CCG OFFICERS

LMC members, who are also CCG Officers, should make it clear in which capacity they are acting when involved in discussions or attending meetings.

Any member who feels unable to avoid a conflict of interest should withdraw from that discussion or meeting.

No elected member who is also on the CCG Governing Body may be an LMC Officer.

HONORARIA

Members will receive an honorarium of £125.14 per full LMC meeting (as off April

2014) attended. Members are expected to attend the entire meeting unless prior notification has been received by the office.

The level of honoraria will be reviewed on an annual basis.

If attending any meeting or conference on behalf of the LMC then claims for expenses should be received at the LMC office within 3 months

ADVICE

Members shall be required to be aware of when professional advice is required and needs to be sought in assisting constituents. Members must not give or proffer any advice which is beyond the remit of the LMC or the LMC expertise. Any loss or damage caused by a member to the LMC by the giving of advice which should have been sought by a professional shall be indemnified by that member to the LMC.