

Guidance for ICGP Representation

You have been asked to act as an ICGP representative on an external committee.

The requirements of same will have been agreed with you dependent on the commitments of the committee in question.

To ensure that you are supported in this role and in the best interest of the ICGP the following guidelines should be followed:

1. Ms Yvonne Costello is the link person in the ICGP who you will liaise with on all matters relating to this role. yvonne.costello@icgp.ie
2. The ICGP should clarify and you should understand your role in relation to the representative position you are being asked to take up and the relevant expectations.
3. You should be provided with the terms of reference of the committee and the other members of the committee prior to attendance.
4. One of your key tasks in this role is to enhance the ICGP's public standing. To do so, you should clearly articulate the ICGP's mission, accomplishments and goals in this area as relevant to the work of the Committee. If unsure clarify in advance through the link person in ICGP.
5. To enable you to do the above, you should consult with your link person regarding the ICGP mission, goal and accomplishment in the area.
6. You should be familiar with the ICGP annual report as pertains to your representative role. It is available on www.icgp.ie
7. You must disclose to your link person any commercial[†] interest, financial interest[‡], and/or other relationship, (for example with manufacturers of pharmaceuticals, laboratory supplies, and/or medical devices, with commercial providers of medically related services, with research or educational organisations), which may impact on or influence their involvement or decision-making as part of this role/committee. All relationships must be disclosed (which may include a spouse's/partner's commercial or financial interest). A conflict of interest may preclude continued membership of the committee/representation.

8. It is ICGP policy that no committee member or representative will speak to the media using the name of the ICGP, without explicit direction from the relevant link person. In this instance the relevant link person is Mr Dermot Folan COO Dermot.Folan@icgp.ie in advance of such communication.
9. During the year, you should attend and participate in an agreed minimum number of committee meetings.
10. You should keep a copy of all (even if you were not in attendance) meeting minutes and discuss as you see fit with your link person in the ICGP, and at least once yearly.
11. You should read meeting minutes and agenda in advance of the meeting and allow sufficient time to consult with your ICGP link person if required.
12. Do not commit any resources, actions of endorsements without prior discussion and agreement with your ICGP link person.
13. Work as part of the committee to ensure that the committee's work and recommendations are in keeping with the general mission and goals of the ICGP and alert your ICGP link person in the event that any conflicting issues arise.
14. The final draft of any reports or guidelines produced by the committee should be sent to the ICGP link person before endorsement by you on behalf of ICGP. The link person should send the draft document to the ICGP QiP committee for review prior to final endorsement by ICGP.

References:

<http://www.BoardSource.org>
<http://www.managementhelp.org>
<http://www.educause.edu>

[†]**Commercial interest** is defined as any proprietary entity producing, marketing, re-selling, distributing, or otherwise participating in or profiting from the distribution, promotion, or sale of health care goods or services consumed by, or used on, patients.

[‡]**Financial interests/relationships** are those in which the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest (e.g., stocks, stock options, or other ownership interest, excluding diversified mutual funds), or other financial benefit. Financial benefits usually are associated with roles such as employment, management position, independent contractor (including contracted research), consulting, speaking and teaching, membership on advisory committees or review panels, board membership, and other activities from which remuneration is received or expected. This includes any financial relationships within the last twelve months, as well as known financial relationships of your spouse or partner.