



# Decision Panel Member Volunteer Role Description

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All our activities and services are coproduced with volunteers and people affected by MS. We involve people who deliver and benefit from our services in every level of our decision making – in advisory, consultation, decision and insight groups. It's how we make sure we understand and deliver what our audiences need as effectively as we can.

As our Decision Panel Member you'll play a vital part in representing everyone affected by MS in our work, so we can meet their needs. You'll use your own experience of MS when contributing to meetings (in person, on the phone or through video conferencing), helping plan and design questionnaires or analysing results and evidence data.

In this role you will be able to develop your research, planning, organisation and communication skills.

Most importantly you will be able to influence how services and activities are delivered to member of the MS Community.

## What the role involves

This role may vary depending on needs, but is likely to include:

- Attending meetings (either in person or via telephone or video conferencing)
- Contributing to the planning of review processes
- Designing questionnaires
- Analysing results and evidence to collectively make decisions
- Helping to run focus groups where appropriate
- Reviewing research applications
- Contributing to the decision making process as members of boards or committees which oversee strategy or a programme of work, e.g. Research Strategy Committee
- Contributing to the decision making process for the awarding of grants to individuals (either nationally or locally) as part of a Grants Panel

We can support you to develop the skills you need for this role, including an induction into all the areas outlined. You will have a chance to discuss your role and any additional needs with us.

## What you need for this role

### Essential

- Good interpersonal, listening and communication skills
- Have a connection to MS, or be personally affected by MS (project specific)
- Confident using Microsoft Office, the internet and email
- Able to apply disability, equality and inclusion practices
- Able to keep people's personal data safe

### Desirable

- Able to communicate and articulate their experience and views in both written and verbal forms and in a meeting setting
- Committed to our values and willing to share your own experiences whilst also representing the views of others
- Enjoy working as part of a team and sharing best practice
- Confident addressing internal decision makers, individually and/or in meeting settings

### In order to volunteer in this role you will need to:

- Complete the Welcome and Induction Checklist in the back of your [Welcome Pack](#) (opens in new window).
- Complete the training listed below:

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| <b>Role specific training</b>                  |
| Induction with your volunteer point of contact |

### Sources of support:

We will ensure that whilst volunteering with us you will have access to all the support you need to feel comfortable, confident with what you are doing, and able to achieve the most impact through your time with us.

In this role you will predominantly be supported by the staff members who recruited you to the role. They will be able to answer questions about what you'll be doing, your learning and where you can get more information.

The Supporter Care Team is your point of contact for queries to MS other Society departments. They can offer support and signpost you to the right person: [supportercare@mssociety.org.uk](mailto:supportercare@mssociety.org.uk)

Speaking to other volunteers from can be another source of support. This is something you could organise yourself or ask your volunteer point of contact to do for you.

Other staff who can support you are listed on our volunteer website: [volunteers.mssociety.org.uk/volunteering-with-us/staff-support](http://volunteers.mssociety.org.uk/volunteering-with-us/staff-support)

Our **Volunteers Website** offers guidance on the practices and procedure you should follow: [volunteers.mssociety.org.uk](http://volunteers.mssociety.org.uk)

## Additional information about our volunteering programme:

When you volunteer with us, you join our powerful community of people living with MS, scientists, campaigners, listeners, organisers, ambassadors and fundraisers.

Our shared commitments help keep our volunteering programme enjoyable, meaningful and safe for everyone.

Download [Our Commitments](#) here.

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**Together, we are strong enough to stop MS.**

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