

PERSONAL ASSISTANTS AGREEMENT

Boccia Ireland - Roles and Responsibilities

Boccia Ireland are committed to ensuring all committee members can contribute fully to committee meetings. Committee members requiring a Personal Assistant (PA) will be accommodated accordingly. Boccia Ireland assumes no coordination or financial responsibilities for Personal Assistants. PA's attending meetings must read and sign this PA Agreement prior to attending.

Personal Assistant - Roles and Responsibilities

As an assistant I will:

- provide the main communication link between the member and the rest of the committee or individuals
- relay the information as clearly and as accurately as I can, in an impartial manner
- observe, listen and take notes if required or asked to so by the member
- understand and accept that the Chairperson may request that I step outside for a portion of the meeting
- not participate in committee discussions unless speaking on behalf of the member or otherwise asked to by the committee
- not have the authority to vote on committee matters
- keep all personal views to myself and declare any conflict of interest which may arise
- give plenty of notice to the member should I be unable to attend and/ or assist at meetings
- be respectful and courteous to all members of the board
- strive to be on time for meetings and stay for the duration that the member requires of me
- accept that I am bound by strict confidentiality and will not divulge any information or details of discussions had at meetings.

Committee Member - Roles and Responsibilities

As a member requiring a personal assistant I understand that:

- securing a Personal Assistant(s) for all meetings is my responsibility
- I can bring different PA's to the meetings but that all PA's must have read and signed this PA agreement
- I must give plenty of notice to my assistant regarding meeting date, time, location & any other details required
- I should pass on information regarding the change of meeting details as soon as I am informed
- the PA is only there to provide a communication link between myself and the committee or other members
- should a PA break the terms of this agreement, they will be removed and not permitted to attend subsequent meetings.

As a Personal Assistant I have read, understand and will abide by the statements above.

Print Name: _____

Signature: _____

Date: _____

As a member requiring a Personal Assistant I have read, understand and will abide by the statements above.

Print Name: _____

Signature: _____

Date: _____