

Panel member	
Role Overview	Attends meeting to support development or assessment activity
1. Production and Delivery	
1.1	Prepare for and participate in a meeting to support production or standard setting for specification or assessment materials, working through the materials from a subject matter expert perspective
1.2	Respond to any queries or requests for further clarification
1.3	Attend meetings and training as required
2. Communication	
2.1	Respond to phone calls and emails within 2 working days
2.2	Inform City & Guilds immediately if unable to complete allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.