

National Association Equipment Providers



Job Description

Job Title:	Regional Chair
Reports to:	Regional Coordinator - England
Reporting into:	none
Accountable to:	The Membership of the Association through the NAEP Council
Responsible for:	The representation of the members at all meetings of the Council through the Regional Coordinator for England, and by the provision of a meeting and networking forum for the attendance by the Membership within the locality of responsibility

Duties and Responsibilities:

1. To provide the membership within the designated region of responsibility the opportunity to attend a meeting on a minimum of four occasions per annum.
2. To utilise the Terms of Reference as a working document for the governance of the group.
3. To conduct the election process in a timely manner for the appointment of the posts of Chair, Vice Chair and Secretary of the Group in accordance with the Terms of Reference and the Constitution and Standing Orders of the Association
4. To disseminate all relevant information to the membership from the Council.
5. To Chair all regional meetings, or when necessary, assign responsibility to the Vice Chair of the group.
6. To set the agenda for all meetings and distribute all information, reports and other material relating to the meeting and business of the Association at least two weeks prior to the meeting date.
7. To ensure minutes are taken by a designated person at each meeting and these are submitted to the Regional Coordinator – England, within one month of the meeting date.
8. To ensure all relevant information from the Group is conveyed to the Regional Coordinator – England for presentation at meetings of the Council.
9. To implement the establishment of sub-groups/working parties, when deemed necessary and provide a report within the meeting minutes on their activities and outcomes.
10. To develop services appropriate to the membership of the Association and to ensure that the views and opinions of the membership are conveyed to the Council through the Regional Coordinator - England

11. To actively promote and market NAEP to maximise the membership potential within the designated region.
12. To update the Regional Coordinator on any national and local legislation, government initiatives and any changes therein, that impact on community equipment provision.
13. To submit editorial for publication in the Equipment Services Journal on the activities and work in progress of the group and as an appraisal of the meeting minutes
14. To establish and maintain a database of all members and attendees to regional meetings and make this information available to the Membership Secretary after each meeting.
15. To work within the specific area of responsibility but not at the exclusion of other interests and projects which the Association may undertake from time to time.
16. To maintain the appropriate level of confidentiality expected of a post holder.
17. To ensure compliance with Company and charity law.

Limits to authority:

The post holder may not, without the consent of the Council, enter into any agreement or contract with any person, organisation or company

Reporting Structure:

The post holder is directly responsible to the membership for the specific areas of responsibility listed above and for ensuring the members from the designated Regional Group are represented at meetings of the Council through the Regional Coordinator – England.

Term of Office:

The post holder is elected for an initial three year term of office and in accordance with the Constitution and Standing Orders of the Association.