

NAEP Regional Chair Job Description

Job Title:	Regional Group Chair
Reports to:	NAEP Chair
Reporting into:	NAEP Council
Accountable to:	The Membership of the Association through the NAEP Council
Responsible for:	The representation of the members to at least two of the meetings of the NAEP Council 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 this 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 Financial Instructions 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 Group Membership and the NAEP Chair / Service Development within one month of the meeting date.
8. To ensure all relevant information from the Group is conveyed to 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.
11. To actively promote and market NAEP to maximise the membership potential within the designated region.
12. To update the Council 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 NAEP News on the activities, innovations and work in progress of the group and an appraisal of the meeting minutes.
14. To establish and maintain a database of all members and attendees to regional meetings.
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 and for ensuring the members from the designated Regional Group are represented at meetings of the Council by attending a minimum of x 2 NAEP Council meetings per annum.

Term of Office:

The Chair is elected until a letter of resignation is received by the NAEP Chair in accordance with the Constitution and Financial Instructions of the Association.

In regard to the election to the Post of Regional Group Chair, applicants are required to have held the post of a NAEP Member on a Regional Group for a minimum period of 2 years.

Interested candidates should in the first instance submit an expression of interest for the position of Regional Group Chair to: jean.hutfield@naep.org.uk

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