



NAEP Regional Vice Chair Job Description

Job Title:	Regional Group Vice Chair
Reports to:	Regional Group Chair
Reporting Into:	NAEP Council
Accountable to:	The Membership of the Association through the NAEP Council
Responsible for:	The representation of members and attendance at meetings of the NAEP Council and provision of a networking forum within the locality of responsibility, as directed by the Regional Group Chair.

Duties and Responsibilities:

In the absence of the Regional Group Chair, or to assist with the administration of the regional group, the Vice Chair will:

1. Chair regional meetings as and when required.
2. Provide the membership within the designated region of responsibility, the opportunity to attend meetings on a minimum of four occasions per annum.
3. Utilise the Terms of Reference as a working document for the governance of the group.
4. Assist the regional chair to set the agenda, distribute information, reports and any other material or business of the Association at least two weeks prior to the meeting date.
5. Assist the Chair to establish and maintain a database of all members and attendees to regional meetings.
6. Ensure minutes are taken by a designated person at each meeting and these are submitted to the Group Membership and the NAEP Chair / Membership Administrator/ Secretary within one month of the meeting date.
7. Ensure all relevant information from the Group is conveyed to the Council.
8. Assist the chair 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.
9. Actively promote and market NAEP to maximise the membership potential within the designated region.
10. Submit editorial for publication in the NAEP News on the activities, innovations, and work in progress of the group.
11. Record an appraisal of the meeting minutes and send to the Membership Administrator / Secretary for publication in the NAEP News.
12. 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.
13. To maintain the appropriate level of confidentiality expected of a post holder.

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 personally 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 and as directed by the Regional Chair.

Term of Office:

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

Regarding the election to the Post of Regional Group Vice 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 Vice Chair to: Jean.Hutfield@naep.org.uk

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