

Regional Chair role description

Last reviewed: March 2024

Purpose of the Role

The role of the regional Chair to convene a regional committee to ensure the Association's members are supported locally and that any local issues are reported back to the Association's Council. The Chair of the committee becomes a Director of the Association for Laboratory Medicine, a limited company and a member of Council which is the decision-making body for the Association.

Responsibilities

- Chair regional committee meetings including an Annual General Meeting for the region
- Oversee the election of committee members and ensure committee business is conducted according to the Rules of the region
- Act as a legal Director of the Association and attend Council meetings
- Present a written report to Council meetings three times a year (typically in May, July, and November). If unable to attend, arrange for a delegate from the regional committee to stand in.
- Act as a liaison between regional members and the Council, advocating regional concerns and reporting Council activities to the regional committee and membership.
- Champion the mission and values of the Association within the region, appointing one committee member to be the EDI liaison and one to be the Green Champion liaison.
- Disseminate the Association's policies and guidelines to the committee.
- Establish a subgroup to administer regional bursaries according to the Regional Bursaries Policy.
- Assist the committee in hosting one in-person and one online scientific meeting annually, adhering to the Regional Events Policy.
- Submit a regional report to the Chief Executive for inclusion in the Association's Annual Report.
- Facilitate a comprehensive handover of responsibilities to the elected successor upon leaving office.

Support

- Council regional report template
- Branded agenda, meeting notes and letterhead
- Sharepoint folder with relevant Association policies

Person specification

A full member either resident or working within the region

Term for the role

3 years (with no extension of the term)