

1. POSITION DETAILS

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| **Position title:** | **APAC Chair** |
| **Reports to:** | **APAC General Assembly** |
| **Position term:** | **Three years** |

1. INTRODUCTION

The APAC Chair is elected by the APAC General Assembly for a term of three years with the term of office concluding at the end of the General Assembly meeting in the third year of office. The term may be renewed for a further three-year period subject to re-election by the APAC General Assembly.

Nominees for the position of APAC Chair shall be the General Assembly designated representative of an APAC Full Member, or in the case of a person eligible for re-election, the APAC Chair.

The APAC Chair reports to the APAC General Assembly and will work closely and cooperatively with the APAC Executive Committee and the General Assembly in fulfilling his/her responsibilities.

1. ROLES AND RESPONSIBILITIES

The APAC Chair is responsible for:

1. chairing meetings of the APAC General Assembly and the APAC Executive Committee;
2. with the support of the Executive Committee, overseeing the business of APAC, in particular the implementation of decisions taken by the APAC General Assembly;
3. ensuring the proper functioning of APAC;
4. acting as representative of APAC; and
5. promoting the interests of APAC.

The Chair may delegate tasks to any APAC Member as the APAC Chair considers appropriate.

1. KEY POSITION ACTIVITIES

| **Activity** | **Time Commitment** | **Frequency** |
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| Chairing meetings (General Assembly (GA) and Executive Committee (EC)) | Preparation for each meeting:  20-30 working hours  Chairing:  EC: 2 days + 2 hours (post-GA EC)  GA: 1.5 days  After: 10 working hours  Attendance:  Mid-term: 4 days  Annual: 7 days  Traveling: depends on location | EC: 2/year  GA: 1/year  Where needed:  ad-hoc EC: 1-2/year;  EGA: 1/year |
| Day-to-day business of APAC, such as document review, application review, emailing, complaints handling, etc. | 10-15 working hours | Per week |
| Acting on behalf of APAC, such as attending IAF or ILAC EC meetings and IAF/ILAC JEC, meeting with APMP Chair or other stakeholders, signing contracts and MoUs, etc. | IAF EC, ILAC EC & ILAC/IAF JEC:  Preparation: 10-15 working hours  Attendance: 4 days  Meeting with APMP Chair or other stakeholders:  Preparation: 5 working hours  Attendance: 3 hours  Traveling: depends on location | IAF EC, ILAC EC & ILAC/IAF JEC: 2/year  APMP: 1/year  Other stakeholder meetings/contract & MoU signing etc: not on a regular basis |
| Promoting the interests of APAC, such as participating in conferences, seminars and giving presentations. For instance, World Accreditation Day activities, annual meetings of liaison bodies like IAAC, ARAC and others, etc. | Preparation for presentation: 20-30 working hours  Traveling: depends on location | Not on regular basis |

1. AMENDMENT TABLE

This table provides a summary of the changes to the document with this issue.

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| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document based upon APAC Constitution and APLAC SEC 060 Issue No 1. |
| End |  |