

1. POSITION DETAILS

|  |  |
| --- | --- |
| **Position title:** | **APAC Executive Committee Member**  |
| **Reports to:** | **APAC General Assembly**  |
| **Position term:** | **Three years** |

1. INTRODUCTION

An APAC Executive Committee member is elected by the APAC General Assembly for a term of three years. The term may be renewed for a further three-year period subject to re-election by the APAC General Assembly.

The APAC Executive Committee member reports to the General Assembly for the effective pursuit of APAC objectives, including implementation of APAC policy as directed by the General Assembly, and for day-to-day management of the Cooperation (including financial management) between the meetings of the General Assembly.

1. ROLES AND RESPONSIBILITIES

The APAC Executive Committee is collectively responsible for the following:

1. to promote and pursue the objectives of APAC;
2. to ensure coordination among APAC committees;
3. to appoint and monitor the performance of the Secretary;
4. to coordinate the preparation of draft proposals concerning the policies of APAC;
5. to receive and discuss reports from APAC committees and working groups and prepare proposals for the APAC General Assembly arising from these reports;
6. to review and, if considered appropriate, approve applications for Membership;
7. to review and, if considered appropriate recommend changes to conditions for how an organisation become a Member and ceases to be a member;
8. to monitor and enforce compliance with the APAC Regulations and Codes by Members and Affiliates;
9. to decide the times and dates for meetings of the General Assembly and to set the agenda for those meetings;
10. to exercise all the powers that APAC may have in General Assembly unless the Executive Committee’s power is limited by this Constitution, the APAC Regulations and Codes or by a decision of the General Assembly;
11. to develop and maintain policy and procedures in connection with the control of funds and investment of APAC’s assets; and
12. to ensure that all sources of funds are managed with due diligence and that costs are contained within budget limits.
13. KEY POSITION ACTIVITIES

| **Activity** | **Time Commitment**  | **Frequency**  |
| --- | --- | --- |
| Dealing with miscellaneous issues | 2 hours | Weekly |
| Review of application for membership | 2 hours | Half-yearly |
| Preparing for Executive Committee meetings | 2 days | Half-yearly |
| Attending Executive Committee meetings | 2 days | Half-yearly |

1. AMENDMENT TABLE

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

|  |  |
| --- | --- |
| **Section(s)** | **Amendment(s)** |
| All | New issue on establishment of APAC. Document based upon APAC Constitution and APLAC SEC 061 Issue No 1. |
| End |  |