

1. POSITION DETAILS

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

1. INTRODUCTION

As authorized by the APAC Constitution, in addition to the Executive Committee and MRA Council, APAC may establish other committees to carry out the objectives, aims and tasks of APAC. This Position Description applies only to the Chair of those committees, and not to the Executive Committee or MRA Council.

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

1. ROLES AND RESPONSIBILITIES

The APAC Committee Chair is responsible for:

1. chairing committee meetings;
2. preparation of the committee reports to General Assembly and Executive Committee, work plan and itemised budget;
3. preparation and provision of committee papers and minutes;
4. attendance and representation of APAC at required meetings and events;
5. development of committee documents and procedures;
6. development and organisation of specialised programs related to committee objectives.
7. KEY POSITION ACTIVITIES

| **Activity** | **Time Commitment**  | **Frequency**  |
| --- | --- | --- |
| Chairing committee meetings | 1-2 days | 1/year |
| Preparation of the committee reports to General Assembly and Executive Committee, work plan and itemised budget | 1-2 days | EC: 2/yearGA: 1/year |
| Preparation and provision of committee papers and minutes  | 2-3 days | 1/year |
| Attendance and representation of APAC at required meetings and events; | EC Meetings: 1 dayIAF/ILAC Meetings:2-4 days including preparation, meeting, and travelOther meetings: as required | EC Meetings: 1/yearIAF/ILAC Meetings: 2/yearAs required on ad hoc basis |
| Development of committee documents and procedures | 1 day | 1/month |
| Development and organisation of specialised programs related to committee objectives | 2-4 days | 2-4/year |

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 065, 066, 067 and 068. |
| End |  |