

DESCRIPTION OF POST

POST TITLE: AREA REPRESENTATIVE

RESPONSIBLE TO: Council of Management

MAIN PURPOSE OF ROLE:

To be a full member of Council

DUTIES:

- To be a direct line of communication between area members and the Council of Management. It is a regular agenda item for feedback from the area representatives at all council meetings. A written report to be submitted in case of absence. Area members without a representative should contact the Company Secretary (Lyn Foster), CEO (Kevin Page) or Quality Assurance Manager (Annette Hufton) who will present any concerns on their behalf.
- To collect information and concerns, with regard to examinations from the area members.
- To feedback to Council the concerns regarding the proposed withdrawal of a qualification
- To deliver any reports to Council on concerns, with regard to available examinations.
- To communicate any action taken by Council following Area Representative's report
- To report annually to Area members at the AGM on Council decisions
- To support local events arranged for the benefit of members.
- To attend area committee meetings in the role of Council member

OTHER DUTIES:

To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this role.

POST TITLE: AREA CHAIRMAN

RESPONSIBLE TO: Council of Management

MAIN PURPOSE OF ROLE:

To chair Area AGM and area meetings, open and host area workshops.

Liase with the area secretary and area committee to organise area events for all members ensuring sound financial practice.

Report through the Area Representative (if applicable) to the Council of Management on area events.

DUTIES:

- To arrange and host, in co-operation with the Area committee, events, lectures and competitions for the benefit of all members.
- To respond to and initiate where possible requests from area members for events ensuring voices of all members and committee are heard and valued.
- To deliver regular reports to Council on concerns with regard to available qualifications, their delivery and efficiency of awarding process through the Area Representative (if applicable).
- To initiate any action required by Council by direct intervention, or following the Area Representative's report
- To chair the annual Area AGM

OTHER DUTIES:

To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this role.

DESCRIPTION OF POST

POST TITLE: AREA SECRETARY

RESPONSIBLE TO: Council of Management

MAIN PURPOSE OF ROLE:

To organise area meetings, events, competitions, workshops etc.

To take responsibility for Area finances and accounts.

To submit regular financial reports to the Council of Management

DUTIES:

- To take responsibility for organising area events in consultation with the committee: contact lecturers, adjudicators, confirm booking of premises, advertise events.
- To ensure a register of members is taken at each event
- Be responsible for Area finance: payment of premises/lecturers/demonstrators as necessary
- Prepare annual accounts and report to the members at the Area AGM.
- Prepare and send regular Area accounts to the Council of Management.
- Liaise with the Area Chairman and Area Committee for all events
- Prepare reports for the website and Newsletter regarding area events

OTHER DUTIES:

To undertake such other duties as may be reasonably required and which are consistent with the general level of responsibility of this role.