Annexure Title:	Regional Chair Position Description

		Control No.:	3
Category:	Annexure	**Related Constitutional Clause/s:**	17
		Related By-law/s:	3
Responsibility for Review:	Board	**Rev.:**	00#
Date Approved:	April 2012	**Review Date:**	March 2012

To be read in conjunction with Clause 17 of the Company Constitution and By-law 3.

About the Regional Chair….

The role of the Regional Chair is to represent the membership of their region to the Board and to represent the Board in areas of delegated duties to the membership of their regions respectively.

Regional Chairs form part of the management team. They act on policy and short-term goals derived from the Board's long-term strategic plan to move the Company towards its vision.

The Regional Chair will report directly to the Board via the Communications Portfolio Director of the Company.

Regional Chair Position Description

Position summary

The primary roles of the Regional Chair are to represent the membership of their region to the Board, and to assist in the day-to-day functioning of the Company as directed by the Board or a formally delegated committee of the Board.

Term

See clause 4.2 of ANZSRS Bylaw 3 – Regions of the Company.

Eligibility

See clause 4.1 of ANZSRS Bylaw 3 – Regions of the Company.

Desirable Attributes

Highly motivated
Excellent communication skills
Attention to detail
Able to work independently as well as part of a team

Time

As the Regional Chair's primary function is to assist in the day-to-day functioning of the Company, a commitment of time is required to successfully carry out this role (1-3 hours per week).

Specific Requirements

As a member of the management team, Regional Chairs must:

1. Be aligned with the Company vision and support its aims
2. Be committed to actively participate in the functioning of the Company
3. Have a thorough knowledge of the constitution and its by-laws
4. Understand and acknowledge the legal obligations of being in a position of office in a Company Limited by Guarantee
5. Take responsibility in providing timely feedback to the Board when requested
6. Promote the aims of the Company within the region to both members and external bodies
7. Represent local members' professional interests and views to the Board
8. Facilitate and foster regular interchange of ideas through meetings, newsletters or whatever suits the region best.
9. Disseminate information regarding Company activities to members of their region
10. Orient local members to support offered by the Company in terms of educational scholarships and travel grants to attend Company meetings
11. Actively encourage membership to attend local regional meetings and the annual scientific meeting.
12. Maintain detailed and accurate records for the purpose of:
    - 12.1. Any financial transactions involving funds supplied to the branch by the Board or any sponsoring body.
    - 12.2. Delivery of quarterly activity reports aligned with Board meetings to the Board.
13. Provide support and contributions to the Editor of the Company Publications when requested in a timely manner so as ensure the Company publications facilitate effective communications.

This document shall be reviewed by the Board to ensure it continues to accurately reflect the requirements of the Company.

RELATED DOCUMENTATION

ANZSRS Constitution
ANZSRS By-law 3

Contact person:	***Position:***
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Approved	
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