

POSITION DESCRIPTION

Position Details

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| Position title: | APLAC Chair |
| Reports to: | APLAC General Assembly |
| Position term: | Two years |

Introduction

The APLAC Chair is elected by the APLAC General Assembly for a term of two years. The term may be renewed for a further two year period subject to re-election by the APLAC General Assembly.

The immediate past APLAC Chair is entitled to attending the BoM meetings to assist the new Chair for another two years after completion of the elected term.

The APLAC Chair reports to the APLAC General Assembly and will work closely and cooperatively with the APLAC Board of Management and the General Assembly in fulfilling his/her responsibilities.

Roles and Responsibilities

The APLAC Chair is responsible for:

- (a) chairing regular meetings, and extraordinary or ad-hoc meetings where necessary, of the APLAC General Assembly and the APLAC Board of Management;
- (b) conducting, on behalf of the APLAC General Assembly, the day-to-day business of APLAC, in particular, the execution of decisions taken by the APLAC General Assembly and Board of Management;
- (c) ensuring the proper functioning of APLAC;
- (d) acting on behalf of APLAC between meetings of the General Assembly, wherever possible with the advice of the Board of Management;
- (e) promoting the interests of APLAC.

The Chair may delegate tasks to any APLAC Full Member as appropriate.

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Key Position Activities

| Activity | Time Commitment | Frequency |
|---|---|---|
| Chairing meetings (GA and BoM) | Preparation for each meeting: Prior to: 20-30 working hours Chairing: BoM: 2 days + 2 hours (post-GA BoM) GA: 1.5 days After: 10 working hours Attendance: Mid-term: 4 days Annual: 7 days Traveling: it depends | BoM: 2/year GA: 1/year Where needed: ad-hoc BoM: 1-2/year; EGA: 1/year |
| Day-to-day business of APLAC, such as document review, application review, emailing, complaints handling, etc. | 10-15 working hours | Per week |
| Acting on behalf of APLAC, such as attending ILAC EC and ILAC/IAF JEC, meeting with APMP Chair, signing contracts and MoUs, etc. | ILAC EC & ILAC/IAF JEC: Preparation: 10-15 working hours Attendance: 3 days Meeting with APMP Chair: Preparation: 5 working hours Attendance: 3 hours Traveling: it depends on location | ILAC EC & ILAC/IAF JEC: 2/year APMP: 1/year Contract & MoU signing: no on regular basis |
| Promoting the interests of APLAC, such as participating in conferences, seminars and giving presentations. For instance, WAD activities, annual meetings of liaison bodies like IAAC, ARAC and others, etc. | Preparation for presentation: 20-30 working hours Traveling: it depends | Not on regular basis. |