

**POSITION DESCRIPTION**

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**Position Details**

<b>Position title:</b>	<b>APLAC Board of Management member</b>
<b>Reports to:</b>	<b>APLAC General Assembly</b>
<b>Position term:</b>	<b>Two years</b>

**Introduction**

An APLAC Board of Management member 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 APLAC Board of Management member reports to the General Assembly for the effective pursuit of APLAC objectives, including implementation of APLAC 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.

**Roles and Responsibilities**

The APLAC Board of Management is collectively responsible for the following:

- (a) to promote the coherent and transparent application of APLAC's principles in the field of conformity assessment bodies
- (b) to promote international cooperation between APLAC and other regional organisations for conformity assessment bodies
- (c) to promote cooperation with other relevant organisations with an interest in conformity assessment and/or accreditation of conformity assessment bodies;
- (e) to ensure coordination among APLAC committees;
- (f) to draft proposals concerning the policies of APLAC;
- (g) to receive and discuss reports from APLAC committees and working groups and prepare proposals for the APLAC General Assembly arising from these reports;
- (h) to review applications for Membership and to make recommendations on them to the General Assembly;
- (i) to meet at least once each calendar year;
- (j) to ensure that all sources of funds are managed with due diligence and that costs are contained within budget limits;
- (k) to implement all delegated responsibilities the General Assembly

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**Key Position Activities**

<b>Activity</b>	<b>Time Commitment</b>	<b>Frequency</b>
Dealing with miscellaneous issues	2 hours	Weekly
Review of application for membership	2 hours	Half-yearly
Preparing for BoM meetings	2 days	Half-yearly
Attending BoM meetings	2 days	Half-yearly