

POSITION DESCRIPTION

Position Details

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

Introduction

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

Roles and Responsibilities

The APLAC MRA Council Chair is responsible for:

- Chairing of the APLAC MRA Council meetings (chairing at least two meetings annually)
- Attending APLAC Board of Management meetings (attending at least two meetings annually)
- Participating as a Member of the APLAC Evaluator Performance Working Group
- Participating as a Member/Facilitator of the Evaluator Training Working Group

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Key Position Activities

Activity	Time Commitment	Frequency
APLAC MRA Council Chair		
<ul style="list-style-type: none"> • <u>Prior to each MRA Council meeting:</u> review and edit draft agenda and previous minutes; read and prepare comments on meeting documents; create Chair Meeting Notes; approve observers to attend 	15 days	Twice yearly
<ul style="list-style-type: none"> • Chair each MRA Council meeting 	1.5 days	Twice yearly
<ul style="list-style-type: none"> • Update and maintain the MRA Council work plan 	1 day	Twice yearly
<ul style="list-style-type: none"> • Maintain and/or replace MRA Council WG convenors 	4 hours	As needed
<ul style="list-style-type: none"> • Choose and assign team leaders for APLAC MRA evaluations. (This includes contacting the prospective TL and contacting the AB under evaluation) 	25 days	Once yearly
<ul style="list-style-type: none"> • Approve evaluation team compositions provided by the assigned team leader. 	20 minutes	As requested
<ul style="list-style-type: none"> • Complete and maintain as necessary an Evaluator Control Record form for each APLAC MRA evaluation 	1 hour collectively	Per evaluation
<ul style="list-style-type: none"> • Provide advice or guidance to team leaders/team members on unique or challenging issues 	15 minutes each	As requested
<ul style="list-style-type: none"> • Maintain <i>personal</i> schedule and records of all evaluations with important notes for the Chair to remember or consider 	15 minutes each	As needed
<ul style="list-style-type: none"> • Represent APLAC at ILAC AMC and IAF/ILAC JMC meetings 	3 days	Twice yearly
<ul style="list-style-type: none"> • Prepare MRA Council reports for the ILAC AMC 	1 day	Once yearly
<ul style="list-style-type: none"> • Prepare MRA Council meeting reports to the General Assembly 	4 hours	Once yearly

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Board of Management Member		
<ul style="list-style-type: none"> Preparation for each BOM meeting 	4 days	Twice yearly
<ul style="list-style-type: none"> Attend BOM meetings 	2 days	Twice yearly
<ul style="list-style-type: none"> Respond to the Secretariat requests for comments on issues coming before APLAC that need BOM input 	30 minutes each	As requested
<ul style="list-style-type: none"> Review membership and signatory applications and provide comments or questions to the Secretariat as needed 	30 minutes each	As requested
<ul style="list-style-type: none"> Provide a budget for MRA Council expenditures in the forthcoming year 	1 hour	Once yearly
<ul style="list-style-type: none"> Prepare MRA Council reports for the APLAC BOM 	1 day	Twice yearly
APLAC Evaluator Performance Working Group Member		
<ul style="list-style-type: none"> Review nominated evaluator forms and together with the other EPWG member and convener, form an opinion on the qualifications and acceptability of the nominated evaluators. 	1 hour each	As they are received
<ul style="list-style-type: none"> Review Evaluator Performance Logs (from TLs and TMs) and together with the other EPWG member and convener, decide on promotions or whether corrective action and feedback is needed. 	1 hour each	As they are received
<ul style="list-style-type: none"> Review and comment on the EPWG and ETWG conveners' draft reports to the MRA Council. 	15 minutes	Twice yearly
APLAC Evaluator Training Working Group Member		
<ul style="list-style-type: none"> Determines need for evaluator training and confers with the ETWG convener 	30 minutes	Twice yearly
<ul style="list-style-type: none"> At minimum, attends training courses as representative of the MRA Council 	4 days	As needed

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<ul style="list-style-type: none"> If asked, serves as facilitator of a given training course. This may include preparation of power point slides and other training materials 	10 days	As needed