

POSITION DESCRIPTION

Position Details

Position title:	APLAC Proficiency Testing Committee Chair
Reports to:	APLAC Chair
Position term:	Two years

Introduction

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

Roles and Responsibilities

The APLAC Proficiency Testing Committee Chair is responsible for:

- (a) chairing committee meetings
- (b) preparation of the annual committee report, work plan and itemised budget
- (c) preparation and provision of committee papers and minutes
- (d) attendance and representation of APLAC at required meetings and events
- (e) development of committee documents and procedures
- (f) development and organisation of specialised programs related to committee objectives

POSITION DESCRIPTION

Key Position Activities

Activity	Time Commitment	Frequency
A. Chairing committee meetings		
Drafting the Agenda Collecting the reports	30 hrs	1/y
Charing meeting	7 hrs	1/y
B. Preparation of the annual committee report, work plan and itemised budget		
Report to BOM, report to GA, Workplan	5 hrs	1/y
C. Preparation and provision of committee papers and minutes		
Following up activities after meeting	5 hrs	1/y
D. Attendance and representation of APLAC at required meetings and events		
PTWG report preparation	2 hrs	1 /y
EEE-PT report preparation	2 hrs	1 /y
APMP-APLAC Joint PT WG (Attendance)	12 hrs	0.5 /y
E. Development of committee documents and procedures		
Quality manual	40 hrs	0.3/y
Review of PT001 and PT002	50 hrs	0.3/y
Work for Supporting WG convenors	6 hrs	0.3/y
F. Development and organisation of specialised programs related to committee objectives		
Approval of PT proposals	4 hrs at average	10/y
Approval of PT Reports (interim and final)	5 hrs at average	10/y
Analysis of PT report	3 hrs at average	10/y
APMP-Joint PT Programs (Planning)	5 hrs	2/y