

POSITION DESCRIPTION

Position Details

Position title:	APLAC Public Information Committee Chair
Reports to:	APLAC Chair
Position term:	Two years

Introduction

The APLAC Public Information Committee (PIC) Chair is elected by the APLAC General Assembly (GA) for a term of two years. The term may be renewed for a further two year period subject to re-election by the APLAC GA.

The APLAC PIC 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 key roles and responsibilities of APLAC PIC Chair are:

- (a) chairing committee meetings
- (b) preparation of the Annual committee report(s), work plan and itemised budget
- (c) preparation and provision of committee agenda papers and minutes
- (d) preparation and presentation of a short summary report to the GA
- (e) circulation of meeting minutes and attendance list
- (f) attendance and representation of APLAC at required meetings and events
- (g) development of committee documents and procedures
- (h) provision of a brief report and a current membership list to the BoM
- (i) provision of an updated work plan to the APLAC Secretariat
- (j) development of specification for the re-development of the APLAC website including balloting and document commenting processes
- (k) support APLAC Secretariat on planning and delivering anniversary event and activities
- (l) conduct PIC Survey on a periodical basis

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Key Position Activities

Activity	Time Commitment	Frequency
Before each APLAC GA		
Provide a written Committee report and current workplan (mapped against the APLAC Strategic Plan) for inclusion in the agenda papers at least 4 weeks prior to GA	2 hours	Annually April to early May
Provide an itemised request for funding for the next year to be included in the draft APLAC budget (see Section 15 of APLAC Quality Manual)	1 hour	Annually April to early May
Provide an electronic copy of the agenda papers for the Committee meeting to the APLAC Secretariat as well as to Committee members	6 hours	Annually As a general rule, 10 days before the meeting.
Before and during committee meetings		
Review terms of membership of committee members and maintain a record of date appointed/re-appointed; a term for each member should not exceed 3 years	0.5 hour	Annually
Attending BoM meeting	2 hours	Annually
Attending Chair and Committee Chairs meeting	2 hours	Annually
Give permission or otherwise to any requests for people to be observers at the meeting and update attendance list accordingly	1 hour	Annually
Appoint a Minutes secretary for the meeting	n/a	Annually
Chair the meeting and circulate an attendance list: minimum information to collect is name, affiliation (i.e. name of AB, etc.), member/observer status	3 hours	Annually
Carry out a management review of activities and documents for which the committee is responsible and record the outcome in Minutes of meeting	n/a	Annually During the meeting
Review the Terms of Reference of committee, revise if necessary and present to GA for endorsement	n/a	Annually During the meeting

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Review the committee’s work plan (to be presented in the format in Q16.2) and amend as necessary	n/a	Annually During the meeting
After committee meetings		
Prepare a short summary report, including any proposed revision to Terms of Reference and work plan, to be presented to the GA	3 hours	Annually
Review and send an electronic copy of the draft Minutes and attendance list to PIC Members and APLAC Secretariat	2 hours	Annually June to July
During the year		
Attendance and representation of APLAC PIC at ILAC MCC mid-term meetings and events	2 days	Annually February to April
Provide a brief report of attending ILAC MCC mid-year meeting	2 hours	Annually February to April
Attendance and representation of APLAC PIC at ILAC MCC meetings and events	2 days	Annually October to November
Provide a brief report of attending ILAC MCC meeting	2 hours	Annually October to November
Provide a brief report, including a list of any Sub-committees and Working Groups and the names of their convenors, and a current membership list, for inclusion in the agenda papers for the mid-term Board of Management papers, when requested, at least four weeks prior to BoM meeting	2 hours	Biannually
Ensure that any APLAC documents that have been prepared or revised and sent to the APLAC Secretariat for circulation, for comment, or ballot are in the correct format, and that they have been carefully proofread (see section 7 of APLAC Quality Manual)	1 day	Ad hoc
Provision of an updated work plan* to the APLAC Secretariat. (*The Annual work plan shall be circulated by the APLAC Secretariat to the committee Chairs every six months, prior to the Board of Management meetings.	1 hour	Biannually

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Review and revise APLAC SEC 066 Position Description if necessary before sending the amended description to APLAC Secretariat	1 hour	Annually and on an as-needed basis
Send any nominations of new committee members to APLAC Secretariat so that they can be added to the committee's membership list NOTE: the APLAC Secretariat keeps the official membership lists for committees and will update the list as necessary and send to the relevant committee Chair	n/a	Annually and on an as-needed basis
Dealing with miscellaneous issues	1 day	Monthly
Development and organisation of specialised programs related to committee objectives		
Develop specification for the re-development of the APLAC website including balloting and document commenting processes	To be estimated	On an as-needed basis
Support APLAC Secretariat on planning and delivering anniversary event and activities	To be estimated	Every 5 years
Conduct PIC Survey on a periodical basis	To be estimated	Annually