

**POSITION DESCRIPTION**

---

**Position Details**

<b>Position title:</b>	<b>APLAC Technical Committee Chair</b>
<b>Reports to:</b>	<b>APLAC Chair</b>
<b>Position term:</b>	<b>Two years</b>

**Introduction**

The APLAC Technical 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 Technical 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 Technical 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 ILAC AIC meetings
- (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
Attend 2 ILAC AIC Meetings/year	Spring - ~ 1 day prep; 3 days for meeting and travel; ½ day reporting  Fall - ~ ½ day prep; 2 days for meeting and travel; ½ day reporting	2/year
Plan, conduct and report on APLAC TC meeting	Planning – 2 days Conduct – 2 + days (including travel) Follow up/reporting – 1 day	1/year
Prepare/update work plan and itemised budget	¼ day	1/year
Residual meetings associated with APLAC	Meeting with BoM – 4 hours  Meeting of the Chairs – 4 hours	1/year
Other items (e.g. respond to emails; APLAC; etc.)	1 day	On-going