

POSITION DESCRIPTION

Position Details

Position title:	APLAC Training Committee Chair
Reports to:	APLAC Chair
Position term:	Two years

Introduction

The APLAC Training 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 Training 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 Training 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

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Key Position Activities

Activity	Time Commitment	Frequency
Prepare report to the meeting of BoM	2 hrs	Twice/year
Prepare agenda papers for annual meeting	16-24 hrs	Once/year
Training course	16 hrs	2-4/year
Prepare report to GA	2 hrs	Once/year
Coordinate the training activities with PTB	2-3 hrs	1-2/year
Review and coordinate revising TR Series docs	2-8 hrs	1-2/year