

Vice Chair/ HBAA Chair – voluntary role

A Director of the Association, and HBAA Board Member for the duration of the Vice Chair and Association Chair roles.

Position term:

One year (Jan – Dec) as Association Vice-Chair, automatically followed by a year as HBAA Chair. There then follows a year as Immediate Past Chair which is also an Executive Committee position.

Criteria for being considered:

An active Agent Member of the Association. Committed to its objectives and prepared to represent the interests of all members as a body, and of individual members as the need arises.

Objective

As **Vice Chair:**

To support the Association's Chair in their role, and prepare for own term as HBAA Chair.

As **HBAA Chair:**

- To represent the members in all aspects of the Association's activities, communicating both internally and externally with support from the Executive Director, Executive Office and Venue Chair
- To lead the strategy and direction of the Association and to achieve the objectives and aims agreed for year of chair-ship.

Scope

As **Vice Chair/ HBAA Chair:**

- To uphold and progress the HBAA's aims and objectives from the perspective of the Agent Membership and with due regard to the Venue Membership.

Additionally - as **HBAA Chair:**

- To liaise closely with the Executive Director in all Association matters
- To be the 'voice' of the Association

- To lead the Executive Committee of approximately 20 persons
- To chair the Annual AGM
- To set the Events Calendar for the year of chair-ship
- To chair and drive Executive meetings, (approximately 4 per year) and support the sub-Committee Chairs objectives
- To direct and carry out tasks as part of the Committee's agreed actions
- To chair additional events as per the Events Calendar
- To drive and deliver content for Members Meetings - 2/3 events per year – and for the Annual Forum and the Annual Dinner
- To provide responses to Press and Media as appropriate to the HBAA
- To represent the Association at industry events
- To nominate a Chair's Charity and direct the Association's fundraising activities and initiatives, liaising with the Charity as necessary.

Additionally - as **Vice Chair:**

- To attend meetings and events in the absence of the Association Chair.

Responsibilities:

As a **Board Member:**

- Liaising with the other Directors to ensure the stability and progression of the Association
- Supporting the Treasurer in the financial well-being of the Association.

As **HBAA Chair:**

Performing tasks as the leading member of the Executive Committee

These to include:

- Encouraging new members to join the Association
- Retention of existing members

- Recruitment of Executive and sub-committee members from the membership
 - Involvement with and direction of working parties
 - Communicating on specific topics with members
 - Taking a principal role in issue resolution.
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