

### **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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### **Vice Venue Chair leading to Venue Chair for HBAA – voluntary role**

#### **Position and term:**

A leading role on the Executive Committee

One year (Jan – Dec) as Venue Vice-Chair, automatically followed by a year as Venue Chair, and then a year as Past Venue Chair.

#### **Criteria for being considered:**

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

#### **Objective**

##### **As Venue Vice Chair:**

To support the Association's Venue Chair in their role and prepare for year as Venue Chair.

##### **As Venue Chair:**

To represent the Venue members in all aspects of the Association's activities, communicating both internally and externally as directed and supported by the Association Chair and the Executive Director.

To support the Association Chair's objectives and aims.

## **Scope**

As **Venue Vice Chair/ As Venue Chair**:

- To uphold and progress the HBAA's aims and objectives from the perspective of the Venue Membership.

Additionally - as **Venue Chair**:

- To be the 'voice' of the Venue members
- To attend Executive meetings, (approximately 4 per year) thereby contributing to the strategy of the Association, and to carry out agreed tasks as part of the Committee's actions.
- Attendance at Members Meetings 2/3 times per year.
- Attendance at the AGM, Annual Dinner and Annual Forum
- Attendance at regional events to support the Association Chair
- To occasionally provide responses to Press and Media as appropriate to the HBAA.

Additionally - as **Venue Vice Chair**:

- To support the Venue Chair
- To attend Executive meetings and other events in the absence of the Venue Chair.

## **Responsibilities:**

Performing tasks as a contributing member of the Executive Committee in order to ensure the smooth running and progression of the Association.

These may include:

- encouraging new venue members to join the Association
- recruitment of Executive and sub-committee members from the venue membership
- involvement in working parties
- arranging venue members meetings

- arranging networking events
  - participating in Association events and meetings
  - presenting at Association meetings and events
  - communicating on specific topics with venue members
  - seeking feedback from venue members.
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