

Sub-Committee Chair – voluntary role

Position term:

Initially two years, with further term available subject to re-election.

Criteria for being considered:

An active Member of the Association – from either the Agent or the Venue sector according to the role. Committed to its objectives and prepared to address the interests of all members as a body, and of individual members as the need arises.

Objective

To focus on the specific area of Association activity for which they are Chair, and run a sub-Committee to support and progress that activity.

To achieve sub-Committee objectives and aims agreed for each year of chairmanship.

Scope & responsibilities

- To agree and be responsible for sub-Committee objectives in line with the overall HBAA objectives and those of the current Association Chair
- To be an active member of the Executive Committee and attend relevant meetings (approx. 3 or 4 times per year), thereby contributing to the strategy of the Association
- To lead and engage with a sub-Committee of both Agent and Venue members through conference calls and face to face meetings as appropriate
- To direct and carry out agreed tasks as part of the sub-Committee's actions
- To forward Minutes of meetings/conference calls to the Executive Office
- To provide written Committee progress reports for Executive Meetings
- To appoint a Deputy for the sub-Committee who is able to attend and participate in Executive meetings in the absence of the Chair
- To attend and support other HBAA events such as Members Meetings, the Forum, AGM and Annual Dinner.