

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.
