



### **AUDE Chairman – remit (2017)**

To define, in collaboration with the Officers, Executive committee, Executive Director and AUDE members (as appropriate) the guiding objectives and strategic direction for AUDE's sphere of activity.

To sustain the vision of the organisation and ensure its mission, objectives and aims are communicated to members and external bodies.

To ensure the Association has a relevant and current Business plan, developed with the Executive Director and in consultation with members.

To oversee the effective functioning of the Association to meet its goals and purposes.

To provide leadership, motivation and direction.

To chair meetings of the AUDE Executive committee (4 per annum) and ensure the meetings are managed and run efficiently and effectively. To assist the committee to debate issues, air views, make decisions and to ensure actions are assigned to named individuals or groups. To approve agendas and minutes.

To chair meetings of the AUDE Executive Officers group (4 per annum) with the remit of discussing issues and developing the association in detail that can be summarised for the Executive Committee.

To consult with the Officers group as and when deemed appropriate.

In circumstances where a decision is required to be made on behalf of the Association on a timescale where it is not practicable to consult the Executive, the Chairman is authorised to take the decision, subject to regular report of such action taken.

To ensure arrangements are made for AUDE to respond to relevant consultations.

To prepare a Chairman's report for each Executive meeting and an annual report for the AGM and for publication in the Association's annual report to members.

To recommend suitable AUDE speakers for external events and for committees and groups on which AUDE is represented. To invite speakers to represent AUDE.

To oversee the nomination of AUDE representatives to attend the conferences of international strategic partner organisations.

The Executive Director reports to the Chair, who is the line manager for the post and carries out appraisals of performance.

The period of office as Chairman is one year, and the retiring chairman serves for one further term of a year as immediate past chair, on both the Officers and Executive Committee groups.

### **Other AUDE roles**

**Chair Elect**– to substitute for the Chairman; to attend and contribute to meetings of the Officers group; to represent AUDE at international conferences; to assist with the AUDE Business plan. To work closely with the Executive Director.

**Secretary** – to attend and contribute to Officers group; to attend international conference; to announce the AGM; to assist with the AUDE Business plan. Working closely with the Executive Director.

**Treasurer** – to be responsible for the AUDE accounts; to present the accounts to the membership; to prepare budget proposals for consideration by the Executive and membership; to authorise expenditure over £10k; to attend the Officers group; to attend international conference; to assist with the AUDE Business plan. Work closely with the Executive Director.

**Past Chairman** – to attend and contribute to the Officers group and Executive committee; responsibility for public relations, to undertake press liaison on behalf of AUDE.

### **Other Executive members**

Regional representatives act as a two-way conduit between the Executive committee and their regional groups. Regional representatives are responsible for arranging a programme of activities for their region in accordance with the wishes and needs of their group. Membership of the Executive as a Regional Representative is for three years, renewable once (concurrently).

Special interest group Chairs also have a seat on the Executive committee. As SIG chair the member acts as a two-way conduit between the Executive committee and the groups members. The SIG chair has the responsibility to inform the Executive committee of the work undertaken, projects proposed and seek approval of funding or activity requests having an impact on the association and its members.