

## Terms of Reference for the Regional Chairperson

The key responsibilities of the role are:

- 1 To lead and promote the regional Association through the regional committee, working in conjunction with National HASSRA, attending National Chairs Meetings as scheduled.
- 2 To attend regional management committee meetings and the regional Annual General Meeting (or provide a deputy who is properly informed and mandated).
- 3 To attend the National Annual General Meeting (or provide a deputy who is properly informed and mandated).
- 4 Mandatory liaison with:
  - National Chairperson (at telekits and face-to-face meetings)
  - Field Operations Manager (for input into staff reports and to provide a conduit between regional committees, the National HASSRA Management Team and National Board of Management)
  - Regional President ensuring a Strategic approach to the management of the regional association
  - Senior Departmental Managers to ensure their continued support
- 5 To satisfy his/herself that the regional association's finances are soundly based and that all transactions are properly accounted for and managed in accordance with the requirements of the Staff Clubs Guide.
- 6 Accountability for the affairs of the regional Association and to encourage the continuing development of the regional Association by ensuring that an appropriate programme of events is agreed at the start of the HASSRA year.
- 7 Ensuring the RFM is aware of, and complies with, guidance to staff clubs and Departmental staff rules and to satisfy *themselves* of compliance with agreed procedures *including* random checks of *financial* statements and audit reports.