

This document sets out the roles and responsibilities for both the chair and vice chair positions of the working groups.

When either the chair or vice roles become vacant, any member of the Working Group can nominate themselves for election. The AEV secretariat will also seek a willing and appropriately experienced member of the Events community.

Where multiple nominations are received, the Working Group will vote to elect the vacant role(s).

Each term will run for approximately one or two years, depending upon availability of the individuals and the needs of the group.

### **WORKING GROUP CHAIR AND VICE ROLES AND RESPONSIBILITIES**

<b>Chair</b>	<b>Vice Chair</b>
Engage the group in setting and implementing both the direction and strategy for the coming year(s) and maintain an overview of the work to ensure completion.	
Positively always represent the group.	
Lead in recruiting members to the group and promoting attendance at meetings.	Welcome new members to the group, find out what they are interested in gaining from/contributing to the group.
Be the main point of contact and make decisions for the Group between meetings where necessary.	Support the secretariat and chair in agenda creation and suggest relevant guest speakers to educate and inform members.
Chair a minimum of 3 Group meetings a year which may take place face to face or online.  Meeting duties include: <ul style="list-style-type: none"> <li>• Agreeing the meeting cycle.</li> <li>• Promoting the Working Group via social media and other platforms.</li> <li>• Planning meetings and agenda with the AEV/AEO/ESSA Secretariat.</li> <li>• Ensure each meeting covers all expected business.</li> <li>• Ensure everyone gets a chance to talk and no one dominates.</li> <li>• Ensure clear decisions are reached and any actions are noted.</li> <li>• Start and finish on time.</li> <li>• Review the draft meeting notes.</li> <li>• For virtual meetings encourage cameras to be on, and names correctly identified.</li> </ul>	Attend a minimum of 3 meetings a year which may take place face to face or online.  Chair the meeting where needed.  Meeting duties include: <ul style="list-style-type: none"> <li>• Attend and support Group meetings.</li> <li>• Promote the working group via social media and other platforms.</li> <li>• Join planning meetings/suggest agenda items.</li> <li>• Review the draft meeting notes if required.</li> </ul>
Encourage and involve all Group members to contribute regardless of level and experience. Be inclusive.	Pro-actively support in delivering against the Group's strategy, by sharing tasks when agreed, and ensuring a manageable workload for all.
Represent the Group and member Associations where needed (e.g. AGMs, Conferences, Events, Socials, Chair and Vice meetings)	Step in for the Chair in times of absence.
When meeting face to face, an overnight stay may be required (self-funded).	