



CHAIR ROLE DESCRIPTION

Objective:

- To represent at Regional and National Level the thoughts and interests of both Council and full NAMEM membership.
- To be accountable to NAMEM Council and members for the governance of the Council and Association.
- To actively respond to views of the Council and the wider national Membership of NAMEM.
- To lead in the development of NAMEM as an organisation that will influence National, Regional and Local policy on Medical Education Management.

Responsibilities:

To be read alongside NAMEM TOR and Regional Representative role

- To convene and chair NAMEM Council Meetings ensuring there is 60% attendance in accordance with the NAMEM Terms of Reference.
- To lead Council in formulation and updating of policies and procedures that underpin the work of NAMEM.
- To liaise with the Treasurer to ensure that the NAMEM Finances are managed in accordance with the extant NAMEM Terms of Reference.
- Input into the creation of the annual Financial Plan to be presented to Council and members.
- Act as a signatory alongside the Treasurer for all NAMEM accounts.
- To attend and represent the views of Council and the wider NAMEM membership at meetings of affiliated Associations and other relevant organisations by invitation or request.
- Provide a Chair's Report for the AGM and pass information to the Communication & Marketing Officer to ensure the NAMEM website is up to date.
- To ensure that Council adheres to the NAMEM Terms of Reference.
- To deal with all complaints from membership, fairly and professionally, acknowledging receipt of a complaint within 7 days.

Ratified: August 2021 To be reviewed: August 2024