



**NAMEM**  
National Association of  
Medical Education Management

## **DEPUTY CHAIR ROLE DESCRIPTION**

### **Objective:**

- To assist the Chair in representing at Regional and National Level the thoughts and interests of both Executive Council and full NAMEM membership.
- To actively respond to views of the Executive Council and the wider national Membership of NAMEM.
- To support the Chair in leading in the development of NAMEM as an organisation that will influence National, Regional and Local policy on Medical Education Management.
- To actively participate as Executive Member of Council and contribute to the aims and objectives of NAMEM.

### **Responsibilities:**

To be read alongside NAMEM TOR and Regional Representative role

- To convene and chair in the absence of the Chair all NAMEM Meetings that include Annual General Meetings, Council and Executive meetings.
- To act as the link person and liaison between the Executive Council and Regional/Co Opted members on all projects related to NAMEM Association business.
- To attend and represent in the absence of the Chair the views of the Executive Council and the wider NAMEM membership at meetings of affiliated Associations and other relevant organisations by invitation or request, e.g. NACT
- To actively support the planning and organisation of the AGM/Conference and study days with other key members of the Executive Council and other co-opted members from the membership.

Ratified: August 2021 To be reviewed: August 2024