

HBAA Executive Committee - sub-committee Chair

This is a voluntary role.

Position term:

Initially two years to be served, with further term available subject to re-election.

Criteria for being considered:

An active Member of the Association from either the Agent or the Venue sectors according to the role. Committed to its objectives and prepared to address the interests of all members as a body, and of individual members as the need arises.

Objectives

To help shape, drive and support the overall strategies of the HBAA

To focus on the specific area of Association activity for which they are Chair, and run a sub-committee to support and progress that activity.

Scope & responsibilities

- To agree and be responsible for sub-committee objectives in line with the overall HBAA objectives and those of the Association Chair
- To be an active member of the Executive Committee and attend relevant meetings (approx. 5/6 times per year), thereby contributing to the strategy of the Association
- To lead and engage with a sub-committee of both Agent and Venue members through conference calls and face to face meetings as appropriate
- To direct and carry out agreed tasks as part of the sub-committee's actions
- To forward Minutes of meetings/conference calls to the Executive Office
- To provide committee progress reports for Executive Meetings
- To appoint a Deputy for the sub-committee who is able to attend and participate in Executive meetings in the absence of the Chair
- To attend and support other HBAA events such as Members Meetings, the Forum, AGM and Annual Dinner.