

ASRA Regional Representative Role Description

Purpose of Post

To co-ordinate and represent regional activity within a designated region of ASRA

Principal Duties

- To arrange 2 regional meetings each year (to be planned plan at least one meeting in advance wherever possible)
- To chair regional meetings and to circulate minutes afterwards to members
- Liaise with training officer and regional members for training needs of region
- To act as focus for the region for informal advice and to feed information back to members
- To welcome and support new members in the region
- Dissemination of relevant information from management committee to members
- To represent the view of the region to the ASRA committee
- To highlight specific areas of interest within region for ASRA publications
- To attend the annual ASRA conference
- To keep the ASRA Communications & IT Officer advised of the up to date information with respect to the region
- To post the regional meetings minutes on the website or via the ASRA Communications & IT Officer
- To post the forthcoming dates of regional meetings on the website: www.asra.ac.uk
- To feed any training contacts to ASRA Training Officer.
- To work to the ASRA Constitution, Standing Orders and Financial Regulations.
- To attend ASRA Management Committee meetings or to otherwise send apologies and a report if attendance is occasionally not possible.