

Job Description of Area Council Chair

The responsibilities of the Area Council Chair are:

- Participate in Board meetings and provide a report of the activities of the countries/areas to the Board.
- Convene a meeting of the Area Council at least quarterly. At each meeting, the countries/areas will report their accomplishments, future plans, and concerns to the Area Council. Note that areas are expected to report on their own area at least once a year and may wish to schedule their reports to anticipate major career development events within their own area.
- Assure that each area is actively engaged and providing APCDA information to its constituency.
- Discuss special projects which countries/areas have adopted and find ways for these projects to be supported by the association.
- Discuss concerns raised by the council and resolved these concerns or, if necessary, referred them to the Board.

Meetings will be recorded for the benefit of those who are unable to attend in person. Note: It is hoped that the recorded meeting can become a popular tool for members to find out what is happening within our member countries/areas.

The responsibilities of the Committee Council Representatives to the Board are:

- Participate in the meetings of the Board and the Area Council.
- Discuss with the Area Council Chair which reports and concerns will be shared with the Board.
- Represent the Area Council at Board meetings if the Area Council Chair is unavailable.