

## **Role description of Regional Chairs**

The Regional Chairs will sit alongside their peers to form the England Council. Details of the operation of the England Council are set out in the Articles of Association.

Each Regional Chair shall perform the following functions to the extent that they judge them necessary to deliver the overall strategy in their region:

- Work in close co-operation with their Club Support Manager to conceive, plan, organise and occasionally Chair regional forums and webinars.
- Chair Regional Council meetings: convene, conduct, ensure outputs and follow up.
- Convene, organise and chair the selection committee for the annual volunteer awards
- orchestrate and administer the council's club 'outreach' programme.
- Liaise with the County associations.
- Provide leadership for volunteers on their Regional Council and in the wider athletics community in their region.
- Participate in portfolio forum meetings as required.
- Represent their region at County (or equivalent) Championship meetings to the extent practicable. The Regional Chair will also make best endeavours to attend a County Committee meeting for each county in their region at least once a year.
- Contribute to and take part in the effective implementation of England Athletics' Grievance and Disciplinary procedures (principally in relation to volunteer matters and Appeals Panels) as required.
- Maintain a high profile at the various competition events throughout the region.
- Foster relationships with partner organisations across the region.
- Represent the views of their Regional Council on the England Council.
- Take responsibility for a national portfolio as required and where appropriate.
- Take part in national project groups which recommend policies and plans to the England Council and to the England Athletics Board as appropriate.
- Contribute to the effectiveness of the England Council in an advisory capacity to the England Athletics Board.
- Prepare advisory papers for the England Council and the England Athletics Board where appropriate.
- Share best practice and request guidance on specific areas of development where required.

Each Regional Chair may, in consideration of discharging the above responsibilities, be awarded a fee at an appropriate amount (currently £3,000 per annum) to be determined from time to time by the England Athletics Board. This fee will fall within the scope of Income Tax and will be paid monthly on the company's payroll.

Approved EC 24 August 2022

Noted by Board 24 November 2022