

Regional Group Chair

The position of Chair is to serve as the guide and principal representative of the committee.

As Chair, your duties have two key areas to ensure that the committee is carrying out the requirements set out by BSDHT office, while encouraging the committee to work as a team, this includes:

Committee Duties

- Be aware of all committee members duties
- Offer support to the rest of the committee, such as aiding them in their duties
- Regularly communicate with all committee officers to receive updates and encourage them to communicate with everyone throughout the year
- Plan the committee meetings
- Assist the Secretary in writing the Agenda for committee meetings
- Chair the committee meetings and the study days
- Seek advice from the office if required
- Share the duty of organising the study day programme with the Secretary
- Be aware of the process of the study day, e.g. exhibitors booked, income and expenditure, delegates booked
- Accumulate the delegate feedback from the study day

Office Duties:

- Ensure each committee officer is using the BSDHT email address for all BSDHT correspondence
- Regularly communicate with the Director of Operations to ensure the information provided to them is correct and up to date
- Ensure data protection is being adhered to by all committee members
- Communicate regularly with the office with any ideas of the committee and if advice is required
- Email the study day and delegate feedback forms to office

