

RDTTA Chairman - Role Description



The position of **RDTTA Chairman** is elected at the RDTTA AGM each year and is a key member of the Association and the RDTTA Management Committee. This document outlines the responsibilities of the role.

Responsibilities

The Chairman has the following responsibilities:

- Chair the RDTTA Management Committee meetings (Approx. 6 held per calendar year)
- Chair the RDTTA AGM (held on the first Wednesday in June each year)
- Chair any Extraordinary General Meetings (EGM) or Disciplinary Hearings as may prove necessary
- Provide assistance and advice to the RDTTA General Secretary & other Committee members
- Provide news items (*Chairman's notes*) for the RDTTA Newsletter & Website
- Be a point of contact for the Association

To carry out this role requires knowledge of the RDTTA rules, as detailed in the RDTTA Handbook and/or Website

This role preferably requires the holder to have access to their own computer, to the internet and to have a certain amount of knowledge of & familiarity with using computers, emails and word processing.

Access to the RDTTA Website maintenance facility along with documentation and/or training on how to enter News items will be provided by the RDTTA Website Administrator, if needed.

Regular Tasks

Committee Meetings

The Chairman should agree the date of each meeting with the Secretary and at the meetings:

- Chair the meetings & maintain order
- arrange voting for any proposal
- have the casting vote for any proposals for which there is no majority

Newsletter Deadlines

The Newsletter Editor determines the frequency of Newsletters throughout the season and deadlines for production of copy, but for each one the Chairman should:

- produce an item for publication, drawing attention to recent or forthcoming events (Chairman's Notes)

Annual General Meeting

The Chairman is responsible for the following actions before and at each RDTTA AGM:

- produce & present the Chairman's Annual Report on the season ending for the AGM
- chair the opening of the AGM (until another Officer takes over for election of new Chairman)
- chair the AGM (as newly elected Chairman)

Ad-Hoc

The following actions may be necessary at different times throughout the season:

- respond to queries from RDTTA members (or pass to relevant Committee member)
- respond to queries from external sources (or pass to relevant Committee member)
- advise Secretary or other Committee members on matters relating to RDTTA rules and procedures
- produce News items for RDTTA website, as needed

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Supporting Documentation

Additional information about the website update activities for News items is documented:

RTTW 8 – Adding News Items to the RDTTA Website (TBD)

Further assistance can be provided by the RDTTA Website Administrator.