

# Regional Chair RDA UK

## Role Profile

### Role Purpose

A Regional Chair is a vital role in the RDA UK Team. They have two main functions: helping shape RDA's plans across the UK and ensuring that RDA UK is managed effectively in their local region.

Operationally, lead RDA UK Volunteers within the region, leading by example, and ensuring the smooth running of all activities within the region.

Strategically, via the Regional Chairs Committee (RCC) contribute to national strategy and policy.

### Core Responsibilities

- Chair the Regional Committee\*.
- Work collaboratively as a member, with the Regional Chairs Committee (RCC)\*.
- Produce an annual plan for the region that contributes to RDA UK's strategy.
- In partnership with the Regional Treasurer, produce and oversee a regional budget, including facilitating grants for groups (if applicable) that are closely aligned with RDA UK's strategy.
- Manage a team of regional volunteers, crucially considering ongoing succession.
- Ensure the ongoing success of RDA UK Member Groups, including:
  - Coordinating training to support and upskill volunteers and member groups.
  - Supporting member groups with governance, quality and standards.
  - Liaising with new groups and approved centres to help a group or centre to become established.
  - Promote the RDA Awards across the region to encourage volunteer recognition.
- Oversee the organisation of a regional qualifier, working collaboratively with the Regional Qualifier Organiser.

### Strategic input

- To gather the views of the Regional Committee, County Committees (where applicable) and RDA UK Member Groups, and advise the Board of RDA UK of matters of significance as defined by the RDA UK Board of Trustees and CEO.
- To discuss key topics that affect the shared charitable goals of RDA UK and its Member Groups.

- Where appropriate, contribute and nominate to other working groups, committees, or advisory boards to speak on behalf of member groups and support communication with the RCC.
- Encourage suitably qualified volunteers from across the region to input into national boards and task and finish groups.

### **Supporting Operational Processes and Procedures**

- Arrange the recruitment of the Regional Committee and regional volunteers and appoint in conjunction with their regional committee\*.
- Support with human resource issues, complaints and disagreements at group level under RDA UK's policies and procedures.
- Arrange the recruitment and execute the process for the election of County Chairs\*.
- Attend the RDA UK AGM to place proxy votes on behalf of members in the region\*.
- Confirm nominations for the President's Awards.
- Endorse new member groups to the RDA UK Board\*
- Serve as the first line of response to support potential closing or merging groups.
- To authorise closing or merging groups.
- Make a recommendation to the RDA UK Board to withdraw the membership of a group in line with RDA UK procedures.
- Contribute information concerning the appointment of national RDA UK volunteers who are from the region, including those who complete the highest coaching qualifications.

### **Terms and conditions of office (as defined in the RDA UK Articles of Association)**

- The Regional Chairman shall hold office for a period of three years and shall be eligible for re-election for two further periods of three years.
- All other members of any Regional Committee shall hold office for a period of three years and shall be eligible for re-appointment for 2 further periods of three years.
- A Regional Chairman may only be removed from office by the Member Groups in their Region in the manner prescribed from time to time by the RDA UK Board.
- If for any reason a casual vacancy shall arise for a Regional Chairman in any Region then the Board may appoint a temporary Regional Chairman until such time as the Member Groups in that Region have had an opportunity to elect a replacement.