

**The Association of Electoral Administrators**



# **THE ROLE OF THE AEA DEPUTY CHAIRMAN**

The Deputy Chairman performs three key roles within the Association -

1. As a non-executive Director of the Company;
2. As Deputy Chairman at all national meetings with full voting rights; and
3. As a “public face” of the AEA.

## **General**

Elected officers serve a term of three years. They are elected as Deputy Chairman, for one year, beginning at the close of conference. They then succeed as Chairman for one year and then serve a final year as Immediate Past Chairman.

This process was determined as the best way to ensure development of experience and provide some continuity for the elected officer posts on the AEA Board and Management Team.

The Deputy Chairman has full voting rights on the AEA Board and is an ex-officio member of Management Team.

The Deputy Chairman will assume the Chair at Board meetings in the absence of the Chairman.

A honoraria is paid to the postholder and all expenses for attending meetings on behalf of the Association are reimbursed.

National meeting dates are confirmed in December each year for the following two years. These meeting dates, which all elected officers are expected to attend, will be issued to the Deputy Chairman following their election but can be viewed on the AEA website in advance.

## **Responsibilities of the Role**

Although the Association is mindful of the fact that the first duty of the postholder is to their employer, there are a number of specific responsibilities at national level which include

- To act in the best interests of the Association at all times;
- To attend Board meetings – minimum four per year;
- To attend Management Team meetings – minimum five per year;
- To attend meetings with stakeholders on behalf of the Association, as necessary and as agreed with the Chief Executive;

- To attend branch meetings as a representative of Management Team, where required – not likely to be more than two branches per year;
- To scrutinise the reports submitted by the Executive Directors to Management Team;
- To respond to requests for input by Management Team in relation to matters that may arise outside to the meeting calendar;
- To work with the Executive Directors to ensure that the business plan is satisfactorily progressed and that financial targets are monitored and appropriate actions taken;
- As a director of the AEA, to act in accordance with legislation relating to companies (see appended note on directors' responsibilities);
- To ensure that they are eligible to act as a director of the company and have no legal impediment in doing so – full details of the role of a director, including disqualification criteria, can be found in the paper "The Role of a Director", which is provided to all new directors;
- To familiarise themselves with the rules relating to the conduct of Board business and act accordingly;
- To declare any personal interest they have in any matter coming before the Board or Management Team.

### **A final note**

I am more than happy to help with any queries etc. Just phone me on 0151 281 8246 or 07809 556355 or contact me by email at [gina.armstrong@aea-elections.co.uk](mailto:gina.armstrong@aea-elections.co.uk)

Gina Armstrong

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