

BERKS BUCKS & OXON FLOWERS

bbandoflowers.org.uk

BB&O Area Chairman Role Description - July 2023

Scope

The Area Chairman is an elected member of the Finance & General Purposes (F&GP) committee which is responsible for area management. The remit of the Chairman is to manage the F&GP committee, organize area events, attend National Advisory Council meetings (NAC) and promote NAFAS.

An Area Chairman would possibly have been a club chairman. This is not essential but they need to be organized and have management skills. The person taking on this role would normally have served as Area Vice Chairman prior to taking on the role of Area Chairman.

Specific tasks include:

- Manage the area
- Chair F&GP Committee meetings
- Chair Area Council meetings
- Chair the AGM along with the Area President
- Organise and run Area events such as council meetings, area days, flower festivals and AGM
- Attend NAC meetings on behalf of the area
- Act as interface between NAFAS and the area
- Chair sub-committees for area days, shows and flower festivals
- Attend flower clubs normally by invitation

Meetings

As a member of F&GP the Area Chairman should normally:

1. Produce reports for 2 area Zoom council meetings/year, 1 area council meeting in Benson and the AGM in Benson.
2. Chair these meetings and provide report updates if appropriate. Meetings last c1.5 hours
3. Produce reports and attend 5-6 F&GP meetings/year on Zoom. Meetings last c2 hours
4. Attend zoom National Advisory Council meetings (NAC) and produce a short report for these meetings. There are normally 4 zoom NAC meetings lasting about 2 hours
5. Attend a two-day NAC meeting in January
6. Report back to the F&GP Committee and Council after NAC meetings
7. Attend 3-4 Media Team meetings/year. Meetings last 1-2 hours.

This is a voluntary role so family life, travel and other commitments may take precedence at times.

Job Rewards

As a recognition of the effort involved, the Area Chairman receives an honorarium of £600 per annum.

Jane Haas

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Affiliated to NAFAS

NAFAS Registered Charity Number 1101348

