



Chairperson

Job Description

Description of procedures and general tasks

After serving as Deputy Chairperson of the EPEA for 1 year, he/she will be the Chairperson of EPEA. The Chairperson's mandate starts on 1st July and lasts for three years.

The Chairperson is the chief officer of the Association and shall, in every action, be aware of its overall aims. As far as possible, the Chairperson should inspire other members, as well as members of the Steering Committee (SC), to work and act in line with the constitution, and assist in the development of action-plans and other accepted steering and guiding documents. There is a special responsibility to the Chairperson to ensure the organisation is moving in the decided direction towards achieving its goals.

Tasks/Duties

Within Steering Committee

General

- ✓ Carry out the different tasks that are allocated to the Chairperson during SC meetings, and otherwise
- ✓ Guide the steering committee in accomplishing the mission and objectives detailed in the constitution of the Association
- ✓ Optimise the relationship between the Steering Committee and members
- ✓ Report/share any concerns in regard to the role of the branches or membership, about Prison Education practice and policy
- ✓ Present to the SC an evaluation of the pace, direction and organisational strength of the Association
- ✓ Annually focus the SC's attention on matters of institutional governance that relate to its own structure, role and relationship to management.
- ✓ Serve as a spokesperson for the Association

Meetings

- ✓ Decide upon location, venue and time of physical meetings (2 yearly)

- ✓ In conjunction with the Secretary, develop agendas for SC meetings
- ✓ Chair meetings *of the Steering Committee* and make sure they function effectively (*its members interact optimally and fulfil all of their duties*)
- ✓ Check Secretary's minutes of SC meetings before posting to (SC) members
- ✓ Arrange monthly online SC-meetings with one subject focus if needed

General Council

- ✓ Prepare agenda for the General Council Meeting (*held every two years*)
- ✓ Check each election procedure
- ✓ Make sure Steering Committee members fulfil their responsibilities for the governance of the Association
- ✓ Assist the Steering Committee in recruiting other talent for whatever volunteer assignments are needed

Conference

- ✓ Give guidance to SC's work when preparing biennial EPEA Training Conferences
- ✓ Represent the Association in negotiations and evaluation with host partner
- ✓ Lead SC in its duties during these conferences
- ✓ In conjunction with SC, design programme in line with aims of the Association

Representation/ Advocacy

- ✓ Be responsible for clear and functional cooperation with major partners of the Association and maintain a good relationship with these (*dynamic exchange or contribution to each other's activities*)
- ✓ Represent the Association (*whenever possible*) at events organised by members, member organisations or other related to education in prison (*if personal representation is not possible, seek replacement from within SC or broader membership*)
- ✓ Ensure active representation of the Association in the Conference of INGO's of CoE in order to maintain status of NGO (*as NGO with participatory status*)
- ✓ Report to SC and members on actions undertaken on these occasions