

## **The role of the UKTA Deputy Chair**



### **Deputise as chair of meetings as required**

- Chair Committee and General meetings.
- Plan and think about the meeting in advance.
- Be aware of the agenda and the associated issues.
- Make sure the meeting gets through all the necessary business.
- Make sure everyone gets a chance to talk without anyone dominating.
- Make sure clear decisions are reached and any action recorded.
- Start and finish on time.

### **Support the Committee**

- Liaise with the Chair, Treasurer and Secretary to be forewarned of potential support issues.
- Support other Officers when their workloads are challenging.

### **Have an overview of the work of the group**

- Contribute to thoughts about the bigger picture for the future of the UKTA.
- Encourage committee discussions to focus on the Purpose, Vision and Strategy of the UKTA.
- Assist the Chair to prioritise the main things to achieve.
- Where appropriate conduct a SWAT analysis of past and future events and activities.
- Contribute to the identification of skill and knowledge deficits within the committee.

### **Be the alternative principal UKTA contact**

- Be the second point of contact for members and non-members interested in the UKTA.
- Represent the UKTA at events, consultations or relevant activities.
- Support the Chair in discussions with the committee to identify when other committee members are more able to optimise opportunities.
- Along with the Chair and Secretary or Press Officer if appointed be the advertised contact person for events and activities.