

## **Executive committee job description**

Name of position: General member

Duration of term: 3 Years (April Start at Spring AVA Meeting)

This position consists of:

- Attendance at monthly AVA ExCo Go to meetings
- Attendance at Retreats at Spring and Autumn AVA Meetings.
- Helping the AVA CPDs committee organising and delivering CPDs on behalf of AVA. Responsible to keep an up to date list of venues where AVA will have a stand and/or a representative giving lectures. Help the CPDs committee finding speakers on behalf of AVA for these venues.
- Reading and responding to emails between the ExCo and the SIGs leaders.
- Support to the AVA Exam Forum, from approximately May-September and November: mentoring and assisting exam candidates (primarily ECVAA) in revision and preparation for written and oral examinations, posting regular questions, answers and promoting discussion, formulating mock examinations.
- Other ExCo duties as required, such as organising promotional material and merchandise production, assisting on the AVA trade stand at conferences, attending external meetings on behalf of the AVA ExCo.

Approximate time spent on these activities per week or per month

- 4-20 hours per month