

ADPH President's role

Principal responsibility: To lead the Association through the Executive and staff, maintain a high profile and lead on advocacy

Accountability: to the members through the executive

Objectives:

- work with the executive and staff to create a vision for the Association and its work;
- maintain high profile advocacy for priority public health issues on behalf of the Association;
- chair the executive, take account of its views and ensure its representative structure;
- line manage the Chief Executive including appraisal and performance management and oversee their development;
- liaise with the Chief Executive to ensure the Association adheres to its objects and to Public Health principles at all times.

ADPH Vice-president's role

Principal responsibility: To deputise for the President and lead the Association's policy programme

Accountability: to the members through the President and executive

Objectives:

- deputise for the President as required;
- lead the programme of policy work for the Association;
- pursue international links where appropriate to ensure the Association is seen within the wider context;
- liaise with the Chief Executive to ensure all policy work adheres to the Association's quality and standards;
- have oversight of the Association's work to assure it takes into account the breadth of members views across all four countries.

ADPH Membership Secretary's role

Principal responsibility: To ensure that members receive the services that they have been promised and that they obtain value for money.

Accountability: to the members through the President and executive

Objectives:

- liaise with the Chief Executive to ensure appropriate membership records are held and that data protection and confidentiality is assured;
- maintain an overview of members and assure that there is fairness and equity in the Association's dealings with members;
- have oversight to ensure regular, relevant and useful communications are received by all members both for disseminating information and collecting feedback and opinions;
- support the Chief Executive in meeting the members' expectations and needs where practicable and desirable.

ADPH Treasurer's role

Principal responsibility: To have oversight of the budget and provide governance for the Chief Executive on financial matters.

Accountability: to the members through the President and executive

Objectives:

- liaise with the Chief Executive to ensure financial probity and governance;
- maintain an overview of the Association's financial affairs and ensure financial viability;
- ensure regular and appropriate exceptional reporting on financial matters to the executive;
- support the Chief Executive in making major financial commitments and securing both long and short term funding.

ADPH Honorary Secretary's role

Principal responsibility: To assure that appropriate governance arrangements are in place for the Association and that they are adhered to.

Accountability: to the members through the President and executive

Objectives:

- liaise with the Chief Executive to ensure appropriate governance systems are in place;
- maintain an overview of governance arrangements to ensure consistency and practicability;
- have oversight to ensure adherence to the governance systems by staff and executive;
- support the Chief Executive and President in dealing with governance issues that cannot easily be addressed by the framework.

ADPH Executive member role

Principal responsibility: To lead and support policy and other Association work, ensure their constituency views are represented and to disseminate ADPH information and policy to their constituency.

Accountability: to the members through the President and other members of the executive

Objectives:

- seek engagement, input and feedback for ADPH policy and activities from their constituency;
- ensure good two-way communication between the ADPH and their constituency;
- liaise and co-ordinate with the other local Executive member to share duties (this includes agreeing who will take part in each teleconference);
- support policy work within the framework for policy topic leadership;
- comment on draft policy work and consultation responses and gather and feedback constituency views;
- participate in the regular 1-hour long executive meeting (via teleconference) [NB only one Executive member per 'patch' need participate];
- attend executive workshops and the AGM to support the development of ADPH work;
- represent ADPH nationally where appropriate.