



Role Description

Position title	Chair - World Administrators Alliance Council
Responsible to	World Administrators Alliance General Meeting
Responsible for	World Administrators Alliance Council
Liases with	WA-Alliance Council, Convenor of the WA-Summit, Committees, Task Forces and other such persons as shall be designated by the Council as well as maintaining close ties with WA-Alliance Members, Industry leaders and specialists.
Term of Office	All Council members are as a rule elected for a period of two years, renewable for a maximum period of four years.
Our mission & purpose	The WA-Alliance's purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

WA-Alliance

The World Administrators Alliance (WA-Alliance), established in 2020, is the governing body endorsed by the 11th WA-Summit Business Meeting of Delegates from 27 Countries in August 2020. As a non-profit trade association, it represents administrative associations, networks, and professionals from across the globe. Its purpose is to guide, influence, develop and elevate the administrative profession, to create a global community to enable Administrative Professionals the world over to speak with one voice.

Position purpose

The Chair is responsible for leading the WA-Alliance and for all tasks necessary to execute the business of the WA-Alliance, as described in the WA-Alliance Procedures Manual, with special emphasis on:

- Advocating globally for the Administrative Profession
- Fostering collaboration between Administrative Associations & Networks across the globe
- Liaising with global industry leaders to elevate the Administrative Profession.



Key responsibilities

The WA-Alliance Chair will work with the WA-Alliance Council to:

- Support WA-Alliance members with a clear vision, objectives, policies & processes
- Ensure the aims of the WAA are consistently met
- Determine the strategy for the WA-Alliance [The Way Forward]

Primary Duties:

- Establish strong connections with Administrative Professional Associations and Networks around the globe.
- Lead the monthly WA-Alliance Council Meetings.
- Lead the WA-Alliance Annual General Meetings.
- Support the Convenor and Lead the bi-annual WA-Summit
 - Co-ordinate, support and manage the Research Teams/Task Forces, if formed, to action the outcomes from each bi-annual WA-Summit.
- Contribute to Executive Support Magazine at least once each year and as and when requested and the Supplementary Issue (Outcomes, Chair's Letter, etc) following each bi-annual WA-Summit.
- Write the editorial for the monthly WA-Alliance Newsletter.
- Contribute to the WA-Alliance social media channels with articles.
- Speak on behalf of the WA-Alliance at industry events.
- Evaluate the performance of the WA-Alliance Council Members.

Qualifications

- A commitment to, and a clear understanding of the mission of the WA-Alliance .
- A passion for the administrative profession.
- A strategic thinker with a strong sense of purpose.
- A creative problem solver.
- Proven leadership experience in an Administrative Association or Network.
- Comfortable working in a diverse international environment.
- Excellent communication skills in English including public speaking and writing for internal and external channels and media.
- A solid understanding of the commitments required to work in a voluntary organisation.

Evaluation

The effectiveness of the Chair role, conduct and position description may be evaluated as part of the evaluation of the Council itself.