



AWTE Board Positions

About the AWTE	<p>Stay Connected, Stay Ahead with the AWTE</p> <p>Our vision as an organisation is to support and inspire people to learn, grow and thrive in the travel and hospitality industries.</p> <p>Our mission is to provide a creative, innovative, and safe space for the support and personal development of our members. Whilst shaping a more inclusive and equal industry.</p> <p>We aim to:</p> <p style="text-align: center;">Develop, Inspire, Support, Collaborate, with an Open mind.</p>
Role on the Board	Secretary
Location:	Remote
Role Overview	<p>The secretary is responsible for assisting all board members in specific areas/projects throughout the year and will be an active part of the decision making, ideas process.</p> <p>This is NOT just an admin role, but a fully registered board directors' role.</p>
Responsibilities:	<p>Key responsibilities will include:</p> <ul style="list-style-type: none">• Be present at all board meetings to take full minutes that should be sent to the Chair for approval within 4 days and then circulated to the board within a week of the meeting.• Liaises with the Chair to arrange the agenda which should be circulated to the board at least one week before the board meeting.• Arranges the venue for the board meeting with the appropriate person.



	<ul style="list-style-type: none"> • Arrange the AGM. All relevant documents will be supplied by the relevant board members. The Vice Chair will work closely with the secretary on the AGM. • Liaises with the venue of the board meeting to deliver the names of attendees, timing and room requirements at least a week before the board meeting. • The secretary will be able to help other board members in specific areas/projects throughout the year and will be an active part of the decision making, ideas process. This is not just an admin role, but a fully registered board directors' role. • Support all Board members where necessary. • Represent the AWTE at industry events and actively recruit new members. • To support the board with special projects such as gender pay gap results, relevant white papers to explore and use for our website, DEI issues etc
<p>Additional Responsibilities</p>	<p>Other responsibilities may include:</p> <ul style="list-style-type: none"> • Covering for other members of the Board when on annual leave or overseas at conference • Working closely with the events team in the run up to the Annual Christmas Lunch and Awards • Contributing content for the monthly newsletter supporting the Communication Director
<p>Role Expectations</p>	<ul style="list-style-type: none"> • You need to be able to dedicate time in the working week to be able to support the AWTE. • Need to be available to attend monthly remote Board meetings. • Need to submit a Board report each month in advance of the Board Meeting • Need to be able to attend AWTE events where possible
<p>Reward & Benefits</p>	<p>This role is a voluntary role.</p> <p>Benefits</p> <ul style="list-style-type: none"> • An opportunity: <ul style="list-style-type: none"> ○ to enhance your Personal Development ○ Grow personal and professional network. ○ to raise your personal profile <p>Reward</p> <ul style="list-style-type: none"> • As a token of thanks for the time invested, we will offer a complimentary place to the Annual Christmas Lunch and Awards in London. If you are not based in London the AWTE will cover your travel expenses too.

The above list is not exclusive or exhaustive and you will be required to undertake such tasks as may be reasonably be expected within the scope of the position.



The Candidate

Specific **skills, experience, and qualities** the AWTE is looking for from the ideal candidate:

- Must have been a member of the AWTE for 12 months.
- A determined individual who possesses patience and a good sense of humour
- Passionate about the AWTE mission and values
- Experience in the travel industry is an advantage.
- A strong leader, with excellent people skills
- The ability to work to deadlines and targets.
- An ability to work collaboratively with the wider Board.
- Good organisation and administration skills
- Excellent communication skills