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| **Title:** | **UK Regional Representatives** |
| **Reports to:** | **President and Board** |
| **Term of Office:** | **3 years** |
| **Nomination and Voting:** | **Members resident and/or working in specific region only** |
| **Main purpose of role:** The Regional Representatives for each UK area will ensure that their home region receives adequate and fair provision of educational opportunities, is best represented at Board, and that the board takes account of specialised local concerns. They will have contemporary regional knowledge of issues affecting their area and will seek to promote ADI membership and activity in those areas, in accordance with the overall strategic and educational objectives of the ADI. | |
| **Key Responsibilities:**   * Liaise with the Executive Director over the educational and strategic work of the Association. * Liaise with external local authorities and educational partners on behalf of the ADI. * Monitor and advise on the regionally-oriented programmes of the Association and ensure these are consistent with new developments in the industry. * Liaise with the Executive Director and Academic/Education Officer to ensure that the ADI’s investment in local education strategies is providing a satisfactory return and that resources are being managed in line with the Association’s policy. * Provide reports to the Board, and at the AGM, on the regional involvements of the ADI. * Have oversight on the governance and statutory requirements for the Association as they are affected by locally occurring issues and liaise with the Executive Director on managing these. | |
| **Knowledge, skills and experience required:**  Educational Experience   * Is familiar with the organisational, financial and planning requirements of staging on-site local educational events in order to meet local priorities and needs, and is able to offer suitable advice, support and resource management and content strategy on behalf of the ADI.   Integrity and Trust   * Is widely trusted by colleagues; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner. Acts as the academic and scientific authority and oversight over the ADI education programme and associations with external academic bodies in liaison with the Executive Director.   Interpersonal Relations   * Relates well to a variety of people inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact to bring people together in mutual support; liaises with external bodies, partners, exhibitors and academic colleagues in a senior and appropriate manner.   Decision Quality   * Makes sound decisions based upon a mixture of analysis, wisdom, experience, judgement, and expert external guidance; sought out by colleagues for advice.   Advising the Study Club Local Leaders   * Maintains two-way dialogue with others, especially with the local organisers of the Study Clubs, on event content, organisation and desired results; supports the development of the ADI education programme; is a clear communicator; supports understanding of event financial procedures and priorities; liaising with local leads and the Education and Study Clubs Officer on post-event reporting to Board.   Written Communications   * Is able to write clearly and succinctly in a variety of communication settings and styles; can get career, academic and scientific information across in a clear and comprehensible form that informs decision-making and the best use of company resources for the desired effect.   Organising   * Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; liaises with locally-based partners, exhibitors and supporters regarding ADI events; assists in recruiting, supporting and communicating with Student Ambassadors from local educational institutions.   Strategic Agility   * Sees ahead clearly; can anticipate future industry training trends and consequences accurately; has broad general business knowledge and perspective; understands the UK dental education landscape and has the ability to assist in strategic planning for the Association. | |
| **Key Contacts:**  **Internal:** ADI Board and Sub-committees, Executive Director, Marketing Manager, Events Manager, Marketing and Events Co-ordinator, Office and Events Administrator Co-ordinator.  **External:** Study Club local leads, stakeholders, and suppliers of support services. | |
| **Prepared by:**  Name: Richard Cantillon, Interim Executive Director  Date: March 2024 | |