

PRCA MENA NextGen Group Vice Chair



The PRCA MENA NextGen Group is PRCA's newest regional group providing events, information, support and advice to practising PR and communications professionals from Graduate level up to Account Director.

The group will be dedicated to supporting those just starting out or those that have been practising for years, whilst equipping practitioners with all the tools you need to progress your career. It will offer a forum for discussion, sharing peer-to-peer advice & experiences, and provides inspirational figures to learn from and ignite ambition.

Role Title

Vice Chair

Reporting to

PRCA MENA General
Manager

Term

One year; renewable for three consecutive
years with the approval of PRCA MENA

Location

MENA

Purpose

Assist the Chairperson in shaping the Group, leading the Group, representing the Group and acting as the overall custodian of the Group on behalf of PRCA MENA

Key Responsibilities

The Vice Chair is the secondary volunteer leader of the NextGen Group and as such, discharges the duties of the Chair as required in the Chair's absence. The Vice Chair supports the activities of the Chair including sharing responsibilities as appropriate.

- **In the chair's absence:**
 - Attend PRCA MENA Board meetings
 - Update the board of the NextGen Group
- Support the Chair in all his/her responsibilities to ensure the group priorities and concerns are addressed in the most effective and efficient manner
- Organise at least four events per year alongside the chairperson
- To assist the chair in identifying training interests, issues the NextGen (Graduate level up to Account Director) face in the industry, initiatives to help shape the group
- Alongside the Chairperson, the Vice Chair will help host a variety of sessions including round tables, panel discussions, workshops, guest speakers and socials, which will explore

issues/experiences and how to navigate the complex and ever-changing landscape of the PR and communications industry in the MENA region.

- Reach out to relevant speakers for events
- Represent the group and PRCA MENA in the industry, especially at events at which the chair cannot attend
- Other duties as delegated by the Chair

Requirements

- At least one year experience in the PR & Communications Industry
- Must be based in MENA region
- Must be a PRCA MENA Member or Freelance / Individual membership not part of an organisation who is not a PRCA MENA Member
- Graduate level up to Account Director only
- Confident
- Self-motivated and show initiative
- Must be able to work well in a team setting
- Knowledge of the PR & Communications Industry
- Fully committed to the role and making
- Speak and write effectively
- Strong leadership and collaborative skills to support the Chair and to offer alternative proposals in the interest of best serving the Group
- Able to take personal responsibility and ownership and meet set deadlines

This is a voluntary role so if you want an opportunity to raise your profile and make a difference in the industry, apply now.

