



Association of Directors of
Environment, Economy, Planning & Transport

ADEPT Leadership Team roles and responsibilities

June 2020

Leadership Team	Lead Roles	Main support by
President Nigel Riglar South Gloucestershire Council	<ul style="list-style-type: none"> Chair Leadership Team Meetings Spring Conference and AGM/Annual Awards Dinner and Awards (May 2021) Strategy and lead on government department and other liaison ADEPT civic duties External communications and media 	<ul style="list-style-type: none"> Chief Operating Officer (Hannah Bartram) Secretariat (Helen Leach) Coast Communications (Julie Everett) Aldercross Events (Alison Shea)
1 st Vice President Paula Hewitt Somerset County Council	<ul style="list-style-type: none"> Constitutional changes Strategic finance lead 	<ul style="list-style-type: none"> COO Finance (June Meadows)
2 nd Vice President Laura Church Luton Council	<ul style="list-style-type: none"> Autumn Conference (Nov 2020) Sub-national and Subject boards 	<ul style="list-style-type: none"> COO Aldercross Events
2 nd Vice President Mark Kemp Hertfordshire County Council	<ul style="list-style-type: none"> Corporate partners/sponsors Internal processes/policies 	<ul style="list-style-type: none"> COO Secretariat Aldercross Events
Chief Operating Officer Hannah Bartram	<ul style="list-style-type: none"> Provide excellent membership 'offer' Grow/diversify income streams Raise profile and reputation Policy development and advocacy Oversight of RandD programmes Partner/stakeholder management 	<ul style="list-style-type: none"> Secretariat Finance Policy (David Dale/Emily Ellis) Coast Communications Aldercross Events

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Subject Board Chairs	<ul style="list-style-type: none"> • Ensure meetings are effective and efficient • Good record management • Develop/maintain links with technical working groups and other Subject Boards • Lead on external communications/media • Represent ADEPT at external technical events and conferences • Respond to government consultation as appropriate • Organise ad-hoc workshops and events • Attend LT telecoms/meetings 	<ul style="list-style-type: none"> • Board secretaries
Sub-national Board Chairs	<ul style="list-style-type: none"> • Ensure meetings are effective and efficient • Good record management • Develop links with Subject Boards • Represent ADEPT at regional events, conferences, working groups etc. • Organise ad-hoc workshops and events as appropriate • Attend LT telecoms/meetings 	<ul style="list-style-type: none"> • Board secretaries
Working Group Chairs	<ul style="list-style-type: none"> • Ensure meetings are effective and efficient • Develop/maintain links with Subject Boards • Represent ADEPT at technical events, conferences, working groups etc. • Organise ad-hoc workshops and events as appropriate 	<ul style="list-style-type: none"> • Working Group secretaries