

Brief job descriptions have been drafted for each position to inform ARMA members about the responsibilities of each post. You may also contact current post-holders for further information.

### **Chairperson of ARMA**

- To provide strategic direction for ARMA, in consultation with the Board of Directors
- To promote ARMA and its activities within the UK research funding arena
- To develop ARMA's international links
- To represent ARMA in discussions with external bodies
- To be responsible for and oversee the activities delivered to members
- To provide leadership to the Board in delivering services to members in line with the mission statement and stated activities
- To support Directors in carrying out their responsibilities
- To maintain oversight of ARMA's finances, in conjunction with the Treasurer
- To chair Board meetings and General Meetings

### **Deputy Chairperson (responsibility for Membership Services)**

- To ensure that an electronic newsletter for members is delivered at appropriate times during the year
- To have oversight of the Mentoring Scheme
- To coordinate the Joan Hughes Bursary Scheme
- To deputise for the Chair in leading service delivery to members
- To chair Membership Committee meetings and take lead responsibility for the development and implementation of strategy in the areas of its remit
- Any other responsibilities as may be agreed from time to time. Examples include participation in or responsibility for a particular event (seminar, workshop); contributing articles to IRMA; representing ARMA for example by liaising with a partner organisation

### **Treasurer**

- To take overall responsibility for ARMA finances; liaison with and supervision of a finance administrator, who maintains records of income and expenditure
- To oversee preparation of the annual accounts for presentation to the membership and at the AGM and to arrange for their independent review
- To prepare annual income and expenditure budgets and report on progress against budget at Board Meetings
- To take responsibility for the financial aspects of ARMA's development, e.g. tax status, seeking potential sources of income
- To oversee liaison with ARMA's bankers and manage signatories
- Any other responsibilities agreed from time to time. Examples might include participation in or responsibility for a particular event (seminar, workshop); contributing articles to IRMA; representing ARMA e.g. with a partner organisation/funder

### **Non Executive Director**

Each member takes on particular responsibilities based on their own backgrounds and on the priorities of the organisation at the time. Each meeting of the Board discusses responsibilities, agreeing new responsibilities as appropriate. Examples of current and recent responsibilities include:

- Liaison with various partner organisations
- Responding to external consultation documents
- Ethics and research governance issues
- International affairs
- Representing the interests of disciplinary areas, e.g. medicine; science and technology; arts and humanities

- In addition, members will often be involved in other activities from time to time. Examples include participation in or responsibility for a particular event (Seminar, parallel session, conference organisation teams, presenting a session at the Induction Workshop); representing ARMA for example by liaising with a partner organisation