Vacancy – ARMA Board Member/ Director without portfolio

As part of ARMA's continuing commitment to providing professional development opportunities to our members, we are seeking to appoint a new Board Member/ Director to replace Gurpreet Jagpal, who stands down this summer.

ARMA's Board is made up of up to ten members of the Association, selected for their specific experience, knowledge and skills. Board member appointment is ratified by members, at the Annual General Meeting. Collectively, and as individual Directors, these members are responsible for the governance of the Association, financial management, and compliance with relevant legislation and regulations. The Board is also responsible for setting the strategic direction for the Association, ensuring that member interest remains at the core.

We are seeking to fill the position of **Director without portfolio**. Directors without Portfolio have a responsibility to ensure that the Association is delivering an appropriate offer for its members. Specific responsibilities include:

- Strategy: Looking across all Portfolio areas to ensure appropriate delivery of ARMA's strategic objectives.
- Performance: Scrutinising the performance of the Executive Office in meeting agreed goals and objectives, and monitoring the reporting of performance.
- Risk: Satisfying themselves on the integrity of financial information related to ARMA's operations, and that financial controls and systems of risk management are robust and defensible.
- People: Working with the Executive Office to determine appropriate support and succession planning for the Association's business.

In order to ensure that the Board is comprised of members at various career stages and therefore represents the broader membership, all levels of member are encouraged to apply, not just those in senior management positions.

Applicants should have a minimum of 3 years' experience in a research administration/management role, a good awareness of ARMA and a good and current understanding of the policy and funding environment surrounding research. Added to this, an interest and competence in a particular area of research administration or management is desirable, perhaps reflecting one or more of our Special Interest Groups (SIGs).

Celebrating and promoting a culture of inclusivity, ARMA is committed to ensuring that its Board is fully representative of the equality and diversity of its membership.

It is recognised that applicants may not have prior experience as a Director or Trustee, and therefore appropriate mentoring and support will be provided. Some involvement in more general committee business and decision making is desirable.

This post is unpaid, although all relevant travel and accommodation expenses associated with the role will be reimbursed.

A role description is attached as Appendix 1.

If you are interested in applying for the role, please send Hamish Macandrew, Chief Operating Officer, a covering email and brief CV by **9am on Monday 6th August,** summarising why you would like to become a Director and outlining the ideas, skills and experience you believe you can bring to the Board. We will then review the expressions of interest we have received, and call you for an informal interview, which will take place on 16th or 17th August (date to be confirmed) in Edinburgh.

For further information, please contact: Hamish Macandrew, Chief Operating Officer at hamish.macandrew@arma.ac.uk, Tel 0131 357 9852.

Role Description

DIRECTOR (NON-PORTFOLIO)

Introduction

ARMA is the professional association for research management in the UK. The Association represents research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. It works with UK-wide bodies to influence the research management agenda and help members understand the impact of that agenda on the rapidly-changing environment in which they operate. Most of all, ARMA works to enhance research management as a professional partner in the UK research environment.

The Board

ARMA's Board is made up of up to ten members of the Association, selected for their specific experience, knowledge and skills. Board member appointment is ratified by members, at the Annual General Meeting. Collectively, and as individual Directors, these members are responsible for the governance of the Association, financial management, and compliance with relevant legislation and regulations. The Board is also responsible for setting the strategic direction for the Association, ensuring that member interest remains at the core.

Director responsibilities

All Board members, except for the Chief Operating Officer, are classified as non-executive directors. Their legal responsibilities are defined under Companies Act 2006. In addition to these duties, Directors may be assigned a specific portfolio of activity ('Portfolio Directors').

Director (Non-Portfolio)

Directors without Portfolio have a responsibility to ensure that the Association is delivering an appropriate offer for its members. Specific responsibilities include:

* Strategy: Looking across all Portfolio areas to ensure appropriate delivery of ARMA's strategic objectives.

* Performance: Scrutinising the performance of the Executive Office in meeting agreed goals and objectives, and monitoring the reporting of performance.

* Risk: Satisfying themselves on the integrity of financial information related to ARMA's operations, and that financial controls and systems of risk management are robust and defensible.

* People: Working with the Executive Office to determine appropriate support and succession planning for the Association's business.

Time Commitment

All directors must be able to allocate sufficient time to ARMA to perform their responsibilities effectively. For Directors without Portfolio, this means:

* Attending quarterly ARMA Board meetings

* Attending monthly ARMA Board teleconferences

* Attending/ chairing working groups, as appropriate

* Ad hoc meetings with the Executive Office

* Managing stakeholders assigned to them

Duration

Directors without Portfolio are appointed for an initial term of three years in post. This can be renewed for one term of office.

Outside interests

It is accepted and acknowledged that Directors will have business interests other than those of the Association and have declared any conflicts that are apparent at present. In the event that a Director becomes aware of any potential conflicts of interest, these should be declared to the ARMA Chair as soon as possible.

Insurance

ARMA ensures that there is appropriate directors' liability insurance in place and it is intended to maintain such cover the full term of the appointment.

Support

The Association is committed to ensuring that Directors are provided with the support they need to carry out their roles effectively. This is likely to come in a variety of forms according to need, including induction, formal training, peer networking, and mentoring.

Expenses

ARMA Director posts are non-remunerated. Directors can claim reasonable expenses accrued on Association-related business, in line with ARMA's expense policy.