

Vacancies – Professional Development Committee

As part of ARMA's continuing commitment to providing professional development opportunities to our members, and to help us deliver on our challenging but exciting Strategic Plan, we are seeking to appoint two new members to our Professional Development Committee.

The Professional Development Committee oversees all ARMA's training and development activity including our comprehensive programme of workshops, our exciting Qualifications Programme and, of course, our flagship Annual Conference.

The Committee is currently led by our Director of Conference, Linsey Dickson, and meets 4 times per year. Some of these meetings take the form of zoom calls.

We are specifically looking for members who will take the lead on two new projects identified within our strategic priorities:

- Build partnerships across the sector to develop and share good practice related to the research agenda and to support the collation and curation of materials for the ARMA website.
- To explore the opportunities to deliver or contribute to the Research Management apprenticeship scheme

We are therefore specifically looking for members with the interests, skills and experience that would contribute to either of these two projects.

Applicants should also have a minimum of 2 years' experience in a research administration/management role, a good awareness of ARMA and a strong interest in, and appreciation of, the role that learning and development can play in staff development. 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 and Committees are fully representative of the equality and diversity of its membership.

It is recognised that applicants may not have prior experience as an ARMA Committee member, 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.

The Terms of Reference for the Committee 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 13 January**, summarising why you would like to join the Committee and outlining the ideas, skills and experience you believe you can bring to the Committee. We will then review the expressions of interest we have received before responding to candidates.

For further information, please contact: Hamish Macandrew, Chief Operating Officer at hamish.macandrew@arma.ac.uk, Tel 0131 357 9855.

Dec 2019

PROFESSIONAL DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

October 2019

The Professional Development Committee has been established as a standing committee of ARMA, reporting to the ARMA Board. The Committee was created to ensure that all ARMA's professional development activities - initially focusing on ARMA qualifications, and the Training & Development programme - are strategically aligned with the ARMA professional development framework, and offer value for money, high-quality opportunities for our members.

The Committee will be guided by, and set the direction for, a range of operational working groups.

Committee scope

Core activities of the Committee will include:

- Strategic oversight of the ARMA professional development framework
- Strategic oversight of the ARMA qualifications
- Strategic oversight of the ARMA Training & Development programme
- Evaluate member engagement and satisfaction with the professional development activities
- Stakeholder engagement, in relation to qualifications partners and Training & Development sponsors

The Committee will act as a bridge between the Board and the Executive Office, providing support to both, facilitating communication and the flow of information, and ensuring accountability to ARMA members in relation to professional development activities.

Authority

The Committee will consider items of business within its remit, evaluate opportunities and challenges, and make recommendations to the Board. The Board may delegate areas of business on which the Committee can make decisions.

The Committee may establish both standing and short-life working groups, to develop and evaluate programmes and qualifications pathways under the remit of the Committee.

[Membership and duration of such working groups shall be confirmed by the Committee on establishment of such working groups.]

Decision-making

Any decisions made by the Committee must be made by a majority decision of the members of the Committee. In the event of an equality of votes, the Committee Chair shall have a casting vote.

Membership

To support these activities, membership of the Committee will consist of:

- Director, Qualifications
- Director, Training & Development
- Director, Conference Planning
- Chief Operating Officer
- 5 x non-Directors, bringing expertise in professional qualifications and professional development events.

The Committee Chair will rotate across the three Director roles (excluding the COO), each serving one year. For 2019/20, the Chair will be the Director, Conference Planning.

The Directors (including the COO, ex officio) shall be members of the Committee in accordance with the articles of association of ARMA.

The non-Directors will be appointed on a 3-year basis (with an option for a second term), following an open call to ARMA members and an evaluation of the areas of expertise required. Appointments will be phased to ensure a balance between continuity and change in membership.

The Committee will work closely with the Executive Team. Additional expert advice will be commissioned as needed.

Meetings arrangements

The Committee will meet four times per year, approximately one month in advance of each ARMA Board meeting, so that recommendations can be discussed and developed in good time. Regular conference calls will also be scheduled. The total time commitment from Committee members is likely to be in the region of 5 hours per month. Meeting venues will rotate, to ensure that they are accessible for all members.

Reporting

As well as making recommendations relating to the areas within its remit, there **will be a clear requirement for the Committee to report formally to the ARMA Board on a regular basis**

Budget

The budget for the Committee shall consist of the monies necessary to support travel and subsistence costs incurred by members in the course of attending Committee meetings and in otherwise pursuing the business of the Committee, together with meeting venue and catering costs (if any).

Review

Terms of Reference for all ARMA committees, and the effectiveness of each ARMA committee, will be reviewed on an annual basis. The date for the next review of this document and this Committee will be February 2020.