DEPUTY CHAIR

ROLE DESCRIPTION
April 2020

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 comprised of ten members of the Association, recruited from the membership 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').

Deputy Chair

The Deputy Chair has an overall responsibility for managing the finance, risks, and governance of the Association. They also deputise for the Chair when needed. Specific responsibilities include:

- ***Strategy***: Working with the Finance & Governance Committee to have a strategic oversight of the Association's finance, risk management and governance.
- ***Performance***: Scrutinising the performance of the Executive Office in meeting agreed goals

and objectives, and monitoring the reporting of performance, in relation to the Association's Strategic Plan and its implementation. This includes cash flow and performance against agreed budgets and targets.

- ***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 Chief Operating Officer and Executive Office to determine appropriate support and succession planning to manage the Association's business.

Time Commitment

All directors must be able to allocate sufficient time to ARMA to perform their responsibilities effectively. For the Deputy Chair, this means:

- Attending quarterly ARMA Board meetings, deputising for the Chair as needed
- Attending monthly ARMA Board teleconferences, as required, deputising for the Chair as needed
- Chairing quarterly meetings of the Finance & Governance Committee
- Chairing monthly Finance & Governance Committee teleconferences, as required
- Meeting quarterly with the Executive Office
- Attending/ chairing working groups, as appropriate
- Deputising for the Chair on external groupings, where needed
- Managing key strategic stakeholders as agreed with the Board

Duration

The Deputy Chair is appointed for a term of three years in post. In addition, the Deputy Chair-elect will be expected to attend Board and Finance & Governance Committee meetings for one year preceding appointment, and immediate past Deputy Chairs will be expected to continue to attend for one year after their term has finished, making these appointments in effect for five years. They are therefore not renewable.

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 the Deputy Chair 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 over 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.