

SIG CHAMPION

ROLE DESCRIPTION

Revised May 2022

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 helps 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.

Special Interest Groups

The ARMA Special Interest Groups (SIGs) have been established to represent specific areas of expertise across the profession. The SIGs provide a platform for colleagues to connect, address challenges, share good practice, and create a supportive structure, both for those members working within the specialism and for those who want to increase their knowledge. As they should reflect the concerns of the sector, the areas of interest represented by the SIGs will necessarily change from time to time.

SIG Champion role

All Special Interest Groups are led by one or more SIG champions. These champions are selected through an open call for expressions of interest. SIG champions work on a voluntary basis.

Each SIG champion is responsible for designing and delivering activities to achieve the aims of their respective group. This will vary for each group, but is likely to include:

- Regular communications with the SIG group
- Regular updates to the SIG resources on the ARMA website
- Providing input to the ARMA professional development offering
- Monitoring relevant sector developments and feeding intelligence to Executive Office/ ARMA committees as necessary
- Acting as a voice into the ARMA governance structure, on behalf of SIG members
- Providing advice and guidance to the SIG community
- Coordinating responses to key sector discussions and consultations

Time Commitment

All SIG champions must be able to allocate sufficient time, currently around one day per month on average, to ARMA to perform their responsibilities effectively. This activity mainly comprises hosting the SIG discussion group and providing regular inputs to the SIG community.

During the course of 2022/23, the remit of SIGs will be reviewed by ARMA's Board. This may broaden the scope of the role, and potentially increase the time commitment. Such changes will, however, be carried out in consultation with the SIG Champions.

Duration and succession

When a SIG Champion wishes to step down, they should inform the Executive Office, who will put out an open call to all ARMA members for a replacement. Expressions of Interest will be reviewed as above.

Support

The Association is committed to ensuring that SIG Champions 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 formal training, peer networking, mentoring, and administrative assistance from the Executive Office.

Expenses

SIG Champion roles are non-remunerated. ARMA's current offering is entirely online, so there is no requirement to attend any face-to-face events.