

SIG CHAMPION: ROLE DESCRIPTION

March 2023

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 can be led by at least two and no more than four SIG champions. These champions are selected through an open call for expressions of interest, evaluated by the remaining SIG Champions and the Executive Office. SIG champions work on a voluntary basis. See SIG Operating Principles for more information.

Each SIG champion shall contribute to the development and delivery of activities to achieve the aims of their respective group. This will vary for each group, but is likely to include:

- Plan and deliver 2-3 events per year. These events could be panel discussions, drop-in sessions, expert talks or sessions at ARMA Conference
- Regular communications with the SIG JiscMail list
- Regular updates to the SIG resources on the ARMA website
- Providing input to the ARMA professional development and membership offerings
- 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
- Support ARMA Executive Office to provide input into responses to key sector discussions and consultations.

Benefits of being a SIG Champion

For you as an individual

It provides you with an opportunity to

- Network and connect with other SIG Champions
- Talk to people with similar areas of interest and responsibility, which provides a good understanding of the shared challenges and opportunities across the sector
- Develop your professional knowledge and skills through attending, organising and leading SIG activities
- Influence best practice and knowledge sharing for your specialist area
- Act as the voice of the wider ARMA community in relation to your specialist area
- Influence national (and international) agendas
- Work with key stakeholders, including funders and other professional bodies, on joint initiatives
- Work closely with the ARMA board and committees on ARMA wide initiatives
- Advise and influence the ARMA conference
- Influence and get involved in the delivering of the ARMA training programme

For your institution

- Enhances the institution's reputation
- Demonstrates that the institution values professional development and importance of community engagement
- Gain intelligence, best-practice and knowledge from across the sector that can be fed back into the institution

Time Commitment

All SIG champions should aim to allocate sufficient time to their SIG activities. Based on our experience, Champions are spending 1 – 2 days per month on average to perform their responsibilities effectively. This means:

- Arranging SIG events (both in-person and online)
- Moderating discussions on the SIG JiscMail list and providing regular inputs
- Attending the twice-yearly SIG Forum
- Attending ARMA Committee meetings, where appropriate
- Attending ad-hoc meetings of the SIG Champions
- Planning and reporting of activities

Duration and succession

The SIG Champion will be appointed for an initial duration of three years, with the option to renew once for another three years. When a SIG Champion does want 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 indicated in the Operating Principles.

Expenses

SIG Champion roles are non-remunerated. SIG Champions can claim reasonable expenses accrued on Association-related business, in line with ARMA's expense policy.

Support from ARMA Executive Office

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, and mentoring. Training needs should be discussed with relevant ARMA Executive Office.

The Executive Office will support SIG Champions to upload resources to their webpage, plan networking events and sessions and conduct surveys.

SIG Champions are encouraged to run 2-3 events (face to face and online) for their SIGs per year, with the intention of networking, sharing experience and knowledge, addressing issues etc. Where such activities involve external speakers or where there is more of a training component, SIG Champions should confer with the Executive Office, as such activities must not compete or conflict with ARMA's Training & Development programme..

SIG Champions should seek advice from the ARMA Executive Office if they wish to promote an event run by a third party. As a rule, ARMA would not normally promote events run by commercial event providers, but might allow the promotion of events offered by not for profit organisations, provided that there is no competition with ARMA's own existing or planned events. The promotion of informational or consultative events held by funders or Government agencies is unlikely to be refused, there being a clear and recognised benefit to our members of being aware of such meetings.

The support from ARMA Executive Office includes, but are not limited to the following:

Activity	Outline
Event management	Supporting planning and delivery of SIG events and activities Setting up events page on ARMA website Set up and managing online registrations Setting of individual event/meeting budgets + guidance on timings/formats Guidance on engaging speakers and participants – pre and post an activity Approve speakers' expenses for payment Provide links to evaluation forms

Marketing	Brand approval and guidance Collateral for major events/activities
Membership	Prompts to ARMA members to keep updating their SIG preferences in members area Guidance and collateral for promoting ARMA membership
Governance	Supporting the SIG governance process Checking prospective SIG Champions are ARMA members Support the updating of remit documents Approve SIG champion expenses for payment Support the annual reporting process
IT/web	Support for SIG JiscMail lists Access to SIG Champions Information Portal on ARMA website Updates to SIG web pages on the member and non-member areas of the ARMA website Technology and guidance for webinars Support and guidance for recording virtual events and webinars Support and guidance for conducting surveys
Comms	Advice on writing event reports / blogs /articles for ARMA website Guidance on writing for The Protagonist/PinPoint Policy briefings Posting/ retweeting of appropriate social media posts Promoting meetings/events via ARMA social media webinars