

REGIONAL GROUP CHAMPION: ROLE DESCRIPTION

February 2025

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.

ARMA Regional Groups

The ARMA Regional Groups have been established because of a need of ARMA members to network at a local level, share knowledge and discuss matters that impact a particular region. The activities of the Regional Groups should not compete with the activities of existing ARMA Special Interest Groups (SIGs) or ARMA's professional development offerings.

Regional Group Champion role

The operation and activities of all ARMA Regional Groups and their Champions are detailed in the Regional Group Operating Principles.

All Regional Groups can be led by at least three and no more than five Regional Group champions. Champions of Regional Groups must be from different research organisations. These champions are selected through an open call for expressions of interest, evaluated by the remaining Regional Group Champions, members of the ARMA Member Engagement Committee and the Executive Office. All Regional Group champions work on a voluntary basis and an initial induction will be provided.

Each Regional Group 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 at least 2 networking events per year. At least one of these should take place in-person.
- To secure funds for their activities, Regional Group Champions will be required to submit an annual grant request form to ARMA indicating potential events and resources needed.
- Regular communications with the Regional Group JiscMail list.
- Updates to the Regional Group resources page on the ARMA website
- Providing input to the ARMA professional development and membership offerings
- Monitoring regional sector developments and feeding intelligence to Executive Office/ ARMA committees as necessary
- Acting as a voice into the ARMA governance structure, on behalf of Regional Group members

- Providing advice and guidance to the Regional Group community
- Support ARMA Executive Office to provide input into responses to key sector discussions and consultations, particularly those associated to a particular region.
- Regional Group Champions will be asked to carry out a review of their Terms of Reference every five years as indicated in the operating principles.

Time Commitment

All Regional Group champions should aim to allocate sufficient time to their Regional Group activities. It is estimated that Regional Group Champions will be spending 1 – 2 days per month on average to perform their responsibilities effectively. This means:

- Arranging Regional Group events
- Moderating discussions on the JiscMail list and providing regular inputs
- Attending ARMA Committee meetings, where appropriate
- Attending ad-hoc meetings of the Regional Group Champions
- Planning and reporting of activities

Duration and succession

The Regional Group Champion will be appointed for an initial duration of four years, with the option to renew once for another four years. To ensure the operation of Regional Groups, no more than two Regional Champions can step down during a calendar year. When a 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

Regional Group Champion roles are non-remunerated. 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 Regional Group 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 onboarding, peer networking, and mentoring. Potential training needs can be discussed with the ARMA Executive Office.

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

Regional Group Champions are encouraged to run 2 events for their regional group per year, with the intention of networking, sharing experience and knowledge, and discussing matters that impact a particular region. Where such activities involve external speakers or where there is more of a training component, Regional Group Champions should confer with the Executive Office, as such activities should not compete with the activities of existing ARMA Special Interest Groups (SIGs) or ARMA's professional development offerings.

Regional Group 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 Regional Group 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 Regional Group preferences in members area Guidance and collateral for promoting ARMA membership
Governance	Supporting the Regional Group governance process Checking prospective Regional Group Champions are ARMA members Support the updating of remit documents Approve Regional Group champion expenses for payment Support the annual reporting process
IT/web	Support for JiscMail lists Updates to Regional Group 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 ARMA Insights, the member magazine. Posting/ retweeting of appropriate social media posts Promoting meetings/events via ARMA social media webinars
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