



IMAPS-UK

Tel: 0131 202 9004

office@imaps.org.uk

Web: www.imaps.org.uk

Registered Charity: 801142

IMAPS-UK Chair Role Description:

This is a volunteer role fulfilled by a fully paid member of IMAPS-UK, elected as an “Officer” at the AGM onto the Societies organising Committee, for a period of two years. In addition to the responsibilities of an active ordinary committee member, the elected person must commit to the responsibilities associated to the Chair’s role.

Overview:

The leadership of IMAPS-UK requires the services of a fully paid up member of the society who is prepared to volunteer services to lead the committee and be the figurehead of the organisation. It is not a role that should be taken on lightly as it involves a period of office of 6 years encompassing the initial position of Vice- Chair for 2 years prior to taking over the chair person role. After 2 years as chair, the incumbent will be required to serve a further 2 years as immediate past chair.

Responsibilities:

The following list, whilst not exhaustive, provides a comprehensive overview of the responsibilities of the chairman, which focus on supporting the development of the Society, whilst serving as an officer and committee member, including:

- Providing a continuity to the aims and aspirations of the Society and its programmes of events and development
- Imparting knowledge and expertise concerning the functions and management of the society
- Providing a reference for information and processes of the society
- Providing support to the committee, members and activities of the society
- Encouraging involvement and membership in the society
- Acting as an ambassador for the society
- IMAPS-UK bank account signatory
- Chair the Committee meetings
- Reporting Chair statements to committee
- Chair the AGM
- Provide advice and training to enable the Vice Chair to fulfil their future Chair role