



IMAPS-UK

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Registered Charity: 801142

IMAPS-UK Vice-Chair Role Description:

This role is the first part of a 6 year commitment of the member of IMAPS-UK who will become the next Chair of the Society as elected at an AGM, see also Chair and Past Chair role descriptions. This is an automatic 2 year role as an “Officer” of the Society executive organising Committee.

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 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 vice chair, which focus on supporting the development of the Society, whilst serving as an officer and committee member, including:

- Provide a supporting role to the current Chair whilst learning the activities and responsibilities of the Chair from the current Chair and Past Chair.
- Providing a continuity to the aims and aspirations of the Society and it’s programmes of events and development
- Imparting knowledge and expertise concerning the functions and management of the society
- To deputise for the Chair as and when necessary
- 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
- Providing advice & assistance to the IMAPS-UK Chair and other committee members as required