



## **IMAPS-UK**

Tel: 0131 202 9004

Email: [secretariat@imaps.org.uk](mailto:secretariat@imaps.org.uk)

Web: [www.imaps.org.uk](http://www.imaps.org.uk)

Registered Charity: 801142

## **IMAPS-UK Past Chair Role Description:**

This role is the final part of the 6 year commitment of the member of IMAPS-UK who has been the previous Chair of the Society. It is an automatic 2 year role as an “Officer” of the Society 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 past chair, 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 it’s programmes of events and development
- Imparting knowledge and expertise concerning the functions and management of the society
- To deputise for the Chair or Vice-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, Vice Chair and other committee members as required