



## **Job Description**

**Position Title:** Secretary

**Salary Grade:** Voluntary Biannual role.

**Location:** Remotely Based

**The IRMS is committed to diversity and equality of opportunity for all and is opposed to any form of less favourable treatment and harassment on the grounds of race, religious beliefs, creed, colour, nationality, ethnic or national origins, gender, marital status, parental status, age, sexual orientation or disability.**

### **Position Responsibilities:**

Effective administration of the IRMS Executive and its Membership are key priorities for the IRMS. In addition to the duties prescribed in the IRMS Constitution, the Secretary shall be responsible for recording and keeping the minutes of all meetings as directed by the Chair or Vice-Chair.

The Secretary is also responsible for overseeing all membership related matters including effective maintenance of a current membership list.

As a member of the Executive Committee the post holder shall attend all formal meetings of the Executive Committee. If the Secretary misses three meetings in any one year or two consecutive meetings without providing apologies and their reasons to the Chair may be removed from the Committee by its remaining members.

#### **Duties:**

- Act as a member of the IRMS Executive Committee supporting the IRMS in its various initiatives and projects.
- Be the key contact person for the IRMS in supporting and development of membership of the IRMS.
- Cascade relevant updates of changes to membership numbers to the IRMS executive and support development of membership offerings to IRMS members.
- Participation in monthly conference calls with the IRMS Executive and attend quarterly IRMS Executive meetings.
- Take the lead on specific areas of the IRMS including leading working groups of Executive members and others to deliver set objectives and report on progress
- Submit annual reports to the IRMS Executive for inclusion in the AGM annual report in a format as defined by the Executive Committee.
- Represent the IRMS and its members to any 3<sup>rd</sup> parties that the IRMS wishes to liaise with, including attendance at any 3<sup>rd</sup> party conferences or events.
- Attendance at the annual IRMS conference and performance of any delegated tasks as appropriate.

## **Person Specification:**

### **Essential:**

- Membership of the IRMS and have knowledge of the workings and services that the IRMS offers.
- Excellent organisation, prioritisation and time management skills with the ability to work to tight deadlines.
- Proven project management skills.
- Excellent written and verbal communication skills across all levels of the organisation
- Knowledge of IT processes e.g. MS Office Suite.
- PC literate, including knowledge of various eTools including Forums, Wikis and social media.
- To understand what the expectations are of IRMS members and to ensure this is consistently incorporated into the role as appropriate

### **Desirable:**

- Knowledge of a range of membership applications, their content and purpose
- Desire to learn and apply knowledge
- Flexible attitude in approach and methods of working.
- Inclusive and experience in leading and inspiring others.