



Job Description

Position Title: Vice-Chair

Salary Grade: Voluntary annual 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 Vice-Chair shall assume the duties of the Chair in the case of vacancy in that office from any cause, and in case of absence or disability of the Chair.

The Vice-Chair shall be elected annually from the membership of the Society.

As a member of the Executive Committee the post holder shall attend all formal meetings of the Executive Committee. If the Vice-Chair 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.
- Participation in monthly conference calls with the IRMS Executive and attend quarterly IRMS Executive meetings.
- Be a member of the Constitutional Officers Group and support the formation of strategy, policy and other matters that arise.
- Lead executive meetings where delegated to by the Chair as well as any additional tasks as delegated by the Chair.
- 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 3rd parties that the IRMS wishes to liaise with, including attendance at any 3rd party conferences or events.
- Attendance at the annual IRMS conference including acting as Chair of the AGM where delegated by the Chair.

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.