

EXPRESSION OF INTEREST FOR VICE CHAIR TEAM ROLE

Please review the summary of the Vice Chair openings, and if interested fill in the Expression of Interest form on the next page and return to chair@wearenima.im by 30 May 2024.

The Chair and Vice Chair roles are unpaid roles.

Each Vice Chair will:

- Provide constructive challenge, strategic guidance, offer specialist advice and support the nima Chair;
- Support the other Vice Chairs of nima in performing their roles;
- Uphold the highest standards of integrity and support the Chair in instilling the appropriate values, behaviours and culture throughout nima; and
- Uphold the highest standards of general appearances and representation of nima.

Each Vice Chair will be able to reliably provide a minimum of 0.5-1 day per week to nima activities, ideally available for a strategy day on 30 July 2024, and on-boarding over the summer. How the overall Vice Chair duties are covered by the collective team will be continually reviewed throughout the year, to allow flexibility and cover. nima's expectation for the vacant roles are as follows:

1. OPERATIONS & IT OVERSIGHT

- Admin
- IT (including website (domains, hosting), Teams, Sharepoint, Salesforce)
- Internal monitoring
- Internal comms
- People Management - paid resources (currently admin and finance support)
 - Recruitment
 - Management

We are looking for someone who can run our operations and IT working with the Chair and other VCs, and our support staff. The person will demonstrate interest and capability in operations and IT – including Teams (Sharepoint) and Salesforce.

2. COMMUNITIES & VOLUNTEERS OVERSIGHT

- Communities (B)IM4 / Regions – working with the Communities Team
- Affiliates – working with the Affiliates team
- Ambassadors – liaising with the Ambassadors team
- Developing new Communities and relationships with other organisations
- Developing and managing our volunteers

We are looking for someone with the charisma and drive to develop strong and lasting relationships across our existing and future communities and beyond, with excellent communication and presentation skills.

3. PATRONS AND FUNDING

- Planning and managing our fundraising
- Attracting, developing and looking after Patrons

We are looking for someone who has experience, aptitude and drive for fund-raising, as well as the personality and flare for developing and nurturing strong relationships with our Patrons.

Expression of Interest in VC role

Name:
Email:
Mobile number:
Job:

Operations and IT:	Y/N
Communities and Volunteers:	Y/N
Patrons and Funding	Y/N
Availability for 30 th July strategy day	Y/N
Availability for on-boarding over summer	Y/N

For further information on nima see:
[nima – Information management for the 21st century \(wearenima.im\)](http://wearenima.im)