



*The home of professional
management consultants*

IMC NSW&ACT Chapter
CHAPTER COMMITTEE ROLES
 as proposed for 2021/22

Chapter Committee Members must at all times be 'financial' professional members of the Chapter (including Associates AIMC, Members MIMC and Fellows FIMC). Further, all Committee Members are expected to contribute to and participate in Committee Meetings and member engagement activities. All Committee Members coordinate with, and report to, the Chapter President.

Individual Committee Members 'may' fulfil more than one (1) 'mandatory' Role, although not desirable. Further, it is encouraged that Committee Members fulfil at least one (1) additional 'optional' Role.

Mandatory Roles

President	<ul style="list-style-type: none"> The Chapter President shall be the Chairperson of the Chapter and, when present, shall preside at all meetings of the Chapter and of its Committee. The Chapter President shall be responsible for enforcing the Institute's Constitution, the By-Laws, and the Chapter Committee's resolutions. The Chapter President shall keep the Institute's Board of Directors and the Chapter Committee fully informed of the Chapter's affairs and, when necessary, shall consult the Board of Directors and the Chapter Committee concerning the business and activities of the Chapter.
Secretary	<ul style="list-style-type: none"> The Chapter Secretary shall perform those duties prescribed by the Chapter Committee or delegated by the Chapter President. The Chapter Secretary shall make reports as determined by the Chapter Committee or required by the Board of Directors. The Chapter Secretary shall notify each member of the Chapter of all meetings and shall do all other things normally required of a Secretary to keep the Board of Directors, the Chapter Committee, the Chapter President, and members informed of the Chapter's affairs. After their term of office, the Chapter Secretary shall turn over to their duly elected successor all records, papers, books, documents, and other property of the Chapter which may have come into his/her possession or been compiled or created during his/her term of office.
Chapter Committee Members	<ul style="list-style-type: none"> The Chapter Committee members shall perform those duties prescribed by the Chapter Committee or delegated by the Chapter President. <p>Notes:</p> <ul style="list-style-type: none"> A member can only be a member of one state / territory chapter and any overseas member would need to nominate which chapter they wish to belong to. Individual professional members are eligible to be members of a chapter committee. Employees of a member firm who are not an individual professional member are not eligible to be members of a chapter committee.

Chapter Director	<ul style="list-style-type: none"> • Each Chapter Committee is entitled to nominate a Chapter Director Nominee as per the Constitution. • The Chapter Committee nomination shall meet the requirements of the Constitution, including clauses 38.1, 38.3 and 40.6 • The chapter's nominated Chapter Director needs to be a member of the chapter committee at the time of nomination.
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Optional Roles

Appointed Director	<ul style="list-style-type: none"> • Subject to clause 37.2 [of the Constitution], the Board of Directors may appoint one or more Appointed Directors, from within or outside the Institute, from time to time. • A person is eligible for nomination as a director of the Institute if they: <ul style="list-style-type: none"> (a) are a member of the Institute, (b) are nominated by two chapter committee members or representatives of members entitled to vote (unless the person was previously elected as a director at a general meeting and has been a director since that meeting), (c) give the Institute their signed consent to act as a director of the Institute, and (d) are not ineligible to be a director under the Corporations Act.
Governance	<ul style="list-style-type: none"> • Coordinating with National Governance Lead • Key 'point of contact' for compliance with, and evolution of, the Institute Constitution and By-Laws • Coordinating consultation and collaboration with IMC Members in relation to proposed governance changes • Conduct Internal Reviews on Chapter activities to ensure compliance, and identify areas for improvement • Coordinate any formal Complaints raised against Chapter Members
Strategy	<ul style="list-style-type: none"> • Coordinating with National Strategy Lead • Developing strategies to attract new members • Defining IMC value proposition(s) • Planning and managing recruitment activities • Reporting prospect contact details to membership
Planning / KPIs	<ul style="list-style-type: none"> • Operational planning • Identifying performance monitoring criteria • Implementing a reporting structure
Membership	<ul style="list-style-type: none"> • Coordinating with National Membership Lead • Monitor Chapter-specific Membership Applications • Develop and promote Membership Upgrade Programs (eg. Fellows Program) • Report on membership activity and pipeline, and Membership KPIs • Recognise new members/upgrades at events (present certificates) • Coordinate follow-up of Prospects • Coordinate membership retention initiatives • Coordinate membership renewal follow-up

Certification (CMC)	<ul style="list-style-type: none"> • Coordinating with National CMC Lead • Promote Certification to Government and Industry • Promote CMC Status to professional members • Assist coordination of National CMC Program
Regional Reps	<ul style="list-style-type: none"> • Key 'point of contact' for identified Consulting Hubs throughout the Chapter, including Metro and specific Regional Areas
International Rep	<ul style="list-style-type: none"> • Key 'point of contact' for those involved in (or pursuing) international consulting work
Business Schools Rep(s)	<ul style="list-style-type: none"> • Coordinating with Business Schools • Identifying and promoting opportunities for engagement • Coordinating IMC Membership for Business School Students
Universities Rep(s)	<ul style="list-style-type: none"> • Key 'point of contact' for identified Universities throughout the Chapter • Identifying and promoting opportunities for engagement • Coordinating IMC Membership for University Students • Coordinating IMC Membership for University Staff and Lecturers (wherever eligible)
Government Rep	<ul style="list-style-type: none"> • Identifying and promoting opportunities for engagement • Identifying and coordinating Submissions to Government • Coordinating IMC Membership for Government employees (wherever eligible)
Diversity	<ul style="list-style-type: none"> • Key 'point of contact' for ensuring inclusivity, participation and representation across a range of diverse membership characteristics, including Gender, Age, base Qualification, Industry Sector, geographic Location, Nationality, Culture, etc • Identify and coordinate special Events which attempt to engage with membership sub-groups with unique characteristics (eg. Women in Consulting, Young Professionals, Regional Groups, etc)
Communications and Social Media	<ul style="list-style-type: none"> • Coordinating with National Communications and Social Media Lead • Key 'point of contact' for ensuring communications and social media engagement are suitable and effective
Marketing	<ul style="list-style-type: none"> • Coordinating with National Marketing Lead • Coordinating Chapter-specific marketing activities • Incorporating marketing initiatives into Events and other engagement opportunities
Event Coordinator(s)	<ul style="list-style-type: none"> • Coordinating with National Events/CPD Lead • Identify and coordinate Event Speaker(s) • Organise Venue, AV and Catering to suit Event/Date • Identify and coordinate Event Sponsors • Develop and publish Event Notifications • Monitor event Registrations • (Re)confirm Venue, AV and Catering to suit Registrations • Prepare Registration List and Name Tags • Organise 'Certificate of Appreciation' for Speakers • Greet Attendees, including Speaker, Members, Non-Members, and Sponsors • Prepare, distribute, collect and analyse Feedback Forms • Report on event Attendance

Program Coordinator	<ul style="list-style-type: none"> • Develop and coordinate schedule and program of Chapter activities, including CPD, Networking, Special Interest Groups, Joint Events, etc • Publish and promote a program of Chapter events • Coordinate external Events with Partner organisations
Website	<ul style="list-style-type: none"> • Coordinating with National Website Lead • Communication with our members about all of our activities • Coordinating Chapter Webpage, and Chapter contacts and activities on Institute Webpages
Sponsorship	<ul style="list-style-type: none"> • Coordinating with National Sponsorship Lead • Coordinating existing, and identifying additional, Chapter Sponsors and Event Sponsors
Special Interest Groups	<ul style="list-style-type: none"> • Coordinating existing, and identifying additional, Special Interest Groups
Member Benefits	<ul style="list-style-type: none"> • Coordinating with National Member Benefits Lead • Chapter 'point of contact' regarding Member Benefits • Communicate existing, and identifying additional, Member Benefits
ICMCI	<ul style="list-style-type: none"> • Coordinating with National ICMCI Lead • Key 'point of contact' for Chapter-specific engagement with ICMCI strategy and guidelines
Standards	<ul style="list-style-type: none"> • Coordinating with National Standards Lead • Key 'point of contact' for Chapter-specific engagement with ICMCI CMC Competencies, IMC MCBOK and ISO 20700, and representation on Standards Australia Committees