

IMC NSW&ACT Chapter
CHAPTER COMMITTEE ROLES
as proposed for 2020/21

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 monthly Committee Meetings and bimonthly member engagement activities. All Committee Members coordinate with, and report to, the Chapter President.

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

Mandatory Roles

President	<ul style="list-style-type: none"> • Lead and represent the Chapter on behalf of the Institute • Administrative 'head' of the Chapter • Lead strategy, direction, schedule and programme for the Chapter • Engage with Members, Partners, Sponsors and Service Providers • Set Agenda • Chair Committee Meetings • Support others in their roles and lead succession planning • Coordinate with Federal President • Be a Federal Councillor and Director of the Institute • Represent the Chapter on Federal Council • Report to Federal Council • Keep Committee abreast of Federal strategies and activities
Vice-President	<ul style="list-style-type: none"> • Chair meetings in President's absence • Maintain awareness of Federal strategies and activities • Coordinate key initiatives of the Chapter • Act as the Chapter 2nd Director if required
2nd Director (Chapters ≥50 Members)	<ul style="list-style-type: none"> • Be a Federal Councillor and Director of the Institute • Represent the Chapter on Federal Council • Keep Committee abreast of Federal strategies and activities • Usually the Chapter Vice-President, but not necessarily so •
Secretary	<ul style="list-style-type: none"> • Coordinate with Federal Secretary • Coordinate distribution of Agenda papers in advance of meetings • Record and distribute Minutes of Committee meetings • Manage documents and records for the Chapter • Plan and coordinate Chapter AGM
Treasurer	<ul style="list-style-type: none"> • Coordinating with Federal Treasurer • Manage the Chapter Budget and Payment Requisitions in coordination with the Chapter President and Federal Treasurer • Monitor and report on the Chapter Finances and Financial Performance

Optional Roles

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)
Strategy	<ul style="list-style-type: none"> • Coordinating with Federal 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
Governance	<ul style="list-style-type: none"> • Coordinating with Federal 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
Membership	<ul style="list-style-type: none"> • Coordinating with Federal 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 Federal CMC Lead • Promote Certification to Government and Industry • Promote CMC Status to professional members • Assist coordination of Federal CMC Program
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 Federal 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 Federal Marketing Lead • Coordinating Chapter-specific marketing activities • Incorporating marketing initiatives into Events and other engagement opportunities
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
Event Coordinator(s)	<ul style="list-style-type: none"> • Coordinating with Federal Website 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
Website	<ul style="list-style-type: none"> • Coordinating with Federal 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 Federal 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 Federal 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 Federal ICMCI Lead • Key 'point of contact' for Chapter-specific engagement with ICMCI strategy and guidelines
Standards	<ul style="list-style-type: none"> • Coordinating with Federal Standards Lead • Key 'point of contact' for Chapter-specific engagement with ICMCI Competencies, IMC MCBOK, EN 16114, ISO 20700, and representation on Standards Australia Committees