SIG Chair

Volunteer Role Descriptor

1. Introduction

The SIG Chair provides leadership and direction, facilitating the committee to define its purpose, objectives and outputs, securing delivery against the annual plan, and ensuring alignment with IMarEST's strategy and charitable objectives. SIG Chairs are expected to be IMarEST Members or Fellows.

2. What you will be doing

Main duties:

- Lead the SIG's annual planning by defining planned outputs (e.g. two major technical outputs and two minor outputs as a typical benchmark), timelines, resource needs and success measures.
- Chair committee meetings, set agendas, and ensure decisions, actions and deadlines are clear.
- Inform and engage with the SIG membership/correspondence group to maximise SIG impact.
- Ensure alignment and escalation, share plans and drafts with the Technical and Policy Team and relevant governance bodies (Technical Leadership Committee and the SIGs Committee) for review as appropriate.
- Maintain annual operational planning status and ensure SIGs Committee are updated with plan execution progress timely before quarterly Council meetings.
- Oversee quality and impartiality of technical outputs (white papers, policy submissions, event content).
- Enable effective communication and engagement via Connect, SIG webpage/news and events.
- Foster inclusive culture, uphold the Code of Conduct and encourage early-involvement.

Supplementary duties:

- Identify collaboration opportunities with other SIGs; support external representation through agreed channels.
- Lead succession planning (vice chair/honorary secretary) and encourage contributions from a diverse committee.
- Comply with the IMarEST's General Data Protection Regulations (GDPR) requirements.

3. About you

You are an effective facilitator and ambassador with credibility in the subject area. You plan pragmatically, build consensus, and motivate other volunteers. You communicate clearly and represent the SIG constructively across the Institute.

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1

4. How you will benefit

- Visible leadership profile and broader network across industry, academia and policy.
- Exposure to a wide portfolio of technical issues and collaboration opportunities.
- Recognised continuous professional development (CPD).

5. Time Commitment

Typically 2-6 hours per month, with peaks aligned to outputs and events.

6. Period of appointment

To be agreed by the SIG (commonly a two-three year term, renewable by mutual agreement).

7. How to apply & appointment method

Expressions of interest to the Technical and Policy Team and SIGs Committee, with appointment agreed by the SIGs Committee and notified to the Executive. The Executive may also issue calls to members when chairs are needed.

8. Induction and Training

The SIG Handbook and Code of Conduct will be sent to you following your appointment, which will provide templates and toolkits. There may be additional training provided on our IMarEST Learning platform.

9. Further Information

Expenses will be paid in accordance with IMarEST volunteer expenses policy.

Is this role location specific?	No
Closing date	Rolling
Number of roles available	2 per SIG

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2