

NAMSS EXECUTIVE BOARD - EXPECTATIONS AND DUTIES

Responsible for: Representing and upholding the core values and principles of NAMSS through participation in Executive Board meetings and the development and achievement of NAMSS Strategic Objectives.

Responsible to: The NAMSS membership via the NAMSS Executive Board.

Primary Responsibilities:

- To contribute to the development and achievement of the Strategic Objectives of the organisation.
- To provide strategic input and expertise to NAMSS Executive discussions to enhance and improve decisions and outcomes.
- To undertake project work within the scope of NAMSS Strategic Objectives and as agreed by the NAMSS Executive.
- To report as required on progress made for allocated priorities as described in the NAMSS Action Plan.
- To contribute to the content of the Annual Report as required.
- To attend and participate in Executive meetings and to complete any actions arising within pre-agreed timescales.
- To support the organisation and execution of the Annual National Conference.
- To represent NAMSS at national and regional meetings with prior agreement of the NAMSS Chair and/or Administrator.
- To contribute articles for NAMSS latest, website and any other publicity as requested and agreed.
- To support and facilitate Regional meetings as appropriate via Regional Convenors.
- To contribute to JISC mail discussions where appropriate and relevant to do so.
- To promote professionalism and respect for other members at all times.

Principal Accountabilities:

- To attend five scheduled Executive meetings each year.
- To provide adequate prior notice and apologies in writing to the Chair and Administrator regarding non-attendance at Executive meetings.
- To adhere to the Code of Conduct for all members of NAMSS.
- For Chair and Vice Chairs - To work to your specific role description (see separate documents.)
- To support and facilitate the sharing of good practice within your sphere of expertise.
- To develop and sustain knowledge to fulfil role of the Executive.

Role Context:

- The Executive must operate in accordance with the NAMSS Constitution.
- Members of the Executive must have the full support of their institution.
- The Executive must operate in the best interest of the membership.