



IMIA / ISP Division is Currently Looking for a Division Vice Chair

We would like to invite our members to actively work on the ISP Division. There is something of interest for everyone and different levels of commitment to match individual circumstances. Your participation will definitely make a difference. The IMIA ISP Division can't move forward with all of the important initiatives we have planned to have in place. Please apply today!

It is a great opportunity for professional and personal development, business networking, and industry involvement.

Vice chair responsibilities:

- To assist and work closely with the chairperson in all their responsibilities as requested
- To assume the duties of the chairperson when the chairperson is not present or available
- To apply for the chairperson position when the chairperson ends their term

For more information please email info@imiaweb.org

IMIA / ISP Division is Currently Looking for a Secretary

The ISP Division secretary will work closely with the division chair and vice chair on the following responsibilities:

1. Ensuring meetings are effectively organized and minuted

- Liaising with the chair and vice chair to plan meetings
- Receiving agenda items from division members
- Circulating agendas and reports
- Taking minutes
- Circulating approved minutes
- Checking that agreed actions are carried out.

2. Maintaining effective records and administration

- Keeping up-to-date contact details (i.e. names, addresses and telephone numbers) for the division and (where relevant) ordinary members of the organization.
- Filing minutes and reports
- Compiling lists of names and addresses that are useful to the organization, including those of appropriate officials or officers of voluntary organizations.
- Keeping a record of the organization's activities
- Keeping a diary of future activities

3. Communication and correspondence

- Responding to division correspondence
- Filing all division correspondence received and copies of replies sent
- Keeping a record of any of the organization's publications (e.g. leaflets or newsletters)

For more information please email Nominations@imiaweb.org