

# **PMA Board Members**

## **Role profile**

### **Terms of reference for board members**

- To uphold the PMA values and professional standards. Available from the PMA website.
- To attend regular PMA board meetings.
- To act as an ambassador for the PMA and to develop partnerships with likeminded organisations.
- To support and participate in activities that help to grow and develop the PMA.
- To contribute to the development and implementation of the PMA strategic plan.
- To participate and ideally lead sub-groups, Special Interest Groups (SIG's) and think tanks.
- To ensure that the PMA acts properly and lawfully and to ensure probity.
- To devise and support activities which attract new members of the PMA.
- To ensure that the PMA's members needs are adequately reflected in decision making.

### **Commitment and remuneration**

We are seeking strategic thinkers who can get the job done. Board members will be required to commit to about one day per month on behalf of PMA. This will comprise:

- Attending board meetings (bi-monthly)
- Attending /chairing sub-groups or Special Interest Group (SIG) meetings
- Reading and preparation for meetings
- Contributing to ad-hoc reports and research projects

The posts are voluntary. However, reasonable out of pocket expenses will be reimbursed. Board members will be required to commit to a three year tenure, however, allowances can be made for shorter periods as required.

The above is subject to full ratification by a Special General meeting of the PMA in March 2016

### **Skills, knowledge and experience**

#### **Essential**

- Experience of being a leader.
- Experience of working collaboratively as part of decision making processes.
- Experience of producing reports and delivering presentations.
- Knowledge of the mediation and ADR industry.
- Ability to communicate clearly and to articulate ideas to others in an accessible way.
- Ability to influence others.
- Ability to think and act strategically.
- Ability to hold self and others to account.

#### **Desirable**

- Experience of fund-raising.
- Experience of writing and implementing business plans.
- Experience of financial governance (CFO/FD).
- Legal background (solicitor, Barrister, Judge).
- A trained and accredited mediator (workplace, consumer, civil).
- Experience of designing and delivering research projects.
- Experience of working on a board or a committee within a membership based organisation.

**Please supply two references in support of your application.**

