



Area honorary officer elections 2018

The honorary officer roles within the Area are: Area Chairman, Area Secretary, Area Treasurer.

Your current office holders are shown in Who's who which can be found on your Area page. If you are interested in finding out more about what is involved please contact your Lead event co-ordinator who will advise if a vacancy is available and supply a nomination form which needs to be supported by two other members within the Area. You will also receive a brief covering the responsibilities of each of the roles. All nominations must be submitted by 12.00 noon on **17 November 2017**. An Area honorary officer's role is for a two year term. The posts will be elected for the calendar year and take effect from 1 January 2018.

The honorary officers play an important role within the Area, they help steer the Area activities and ensure that these are aligned with CIMA's strategy.

Key responsibilities are:

Area Chairman: to lead the committee and chair meetings, deliver the annual plan and budget requirements and review progress against these.

The Area Chairman is also required to represent CIMA at some Area activities and to attend centrally run meetings/training.

Area Secretary: to ensure that formal minutes are kept and assist with the annual plan by co-ordinating activities of the operating tier.

Area Treasurer: to provide management reporting information to the committee and to manage budgetary requirements and expenditure of the committee within the agreed budget.

The roles are honorary although CIMA will reimburse reasonable expenses incurred by individuals while on CIMA business in line with its travel and subsistence policy for committee members. Any individuals interested in the above roles need good interpersonal skills, be reliable and able to offer a certain amount of time commitment to CIMA.

The primary function of the committee is to ensure that the activities within the Area are channelled towards delivering CIMA's strategy and to co-ordinate and direct the operating tier committees (OTCs) within its Area.

For further information and a nomination form, please contact the Lead Event Coordinator for your Area.

Find the details of your Area by visiting www.cimaglobal.com/ukevents