

## ***IRSPM Board members positions***

### *Duties and responsibilities*

<b>Vice-Presidents</b>	Vice-Presidents assist the President in the execution of the policies and related matters of the Society and suggest the implementation strategies. They promote and coordinate the activities of IRSPM in their respective continents/regions and explore and encourage potential members of the society. They also explore the possibilities of sponsorships and other contributions for the financial health of IRSPM. They are also involved in the organization of the annual international conference
<b>Secretary</b>	The Secretary is responsible for the legal registration of the Society and for the on-going review of its constitution, keeps minutes of all annual meetings of the Society and any meetings of the EB, keeps records of all business transacted by the Society, carries out all other duties assigned by the President, EB and/or enumerated in the Bylaws. The Secretary is also responsible for preparing the agenda of the AGM or of any extraordinary meeting.
<b>Conference Manager</b>	The Conference Manager is tasked with preparing, implementing and evaluating the overall conference strategy of IRSPM. This includes managing virtual editions organized by IRSPM and exploring appropriate formats and venues for physical editions of the annual conferences, liaising with the local hosts about the organization of the conference (themes, scientific program, fee structures), and also the overall quality assurance and risk management.
<b>Treasurer</b>	<p>The Treasurer is responsible for the financial resources of the Society, makes reports to the membership regarding the financial status of the Society; and carries out all other duties assigned by the President, EB and/or enumerated in the Bylaws. S/he recommends action by the EB for fundraising and to secure sponsorship for its various activities.</p> <p>The Treasurer:</p> <ul style="list-style-type: none"><li>• ensures that reminders are sent out to the members of the Society about the payment of their membership fees, and send the receipts to the members,</li><li>• liaises with the bank(s) in which the Society funds are maintained</li><li>• disburses payments for authorized purposes,</li><li>• maintains appropriate financial records,</li><li>• arranges for the annual audit, and</li><li>• prepares any tax reports, as appropriate.</li></ul> <p>The Treasurer provides the statement of annual accounts to the President and other members of the EB and also to the AGM of the Society.</p> <p>The Treasurer ensures that the Board members are suitably indemnified against criminal or civil legal and/or financial action as a result of the operation of the Society, provided always that they have acted in good faith.</p>
<b>New researchers Coordinator</b>	The New researchers Coordinator is responsible for providing doctoral students and young academics (within three years of academic career) with: (1) a forum for the exchange and advancement of ideas in the field

	<p>of public management, (2) guidance and support on their doctoral and research activities (3) links and opportunities of dialogue with distinguished academics of the field. The Coordinator chairs the New Researchers' panel during the annual IRSPM Conference and organizes activities and events in collaboration with other Special Interest Groups and with the support of the IRSPM President and Board.</p>
<p><b>Membership development Manager</b></p>	<p>The Membership Board member has responsibility for maintaining the membership list and records of the Society, in line with any relevant data protection legislation of the country within which the Society is registered. S/he is also responsible for recommending a membership recruitment strategy to the EB and for carrying out the decisions of the EB about this strategy.</p>
<p><b>Election Secretary</b></p>	<p>The Elections Secretary is responsible for ensuring that all elections for membership of the EB are held on time and according to the correct procedure.</p>
<p><b>PMR board link</b></p>	<p>The Link-person to <i>Public Management Review (PMR)</i> should be a member both of the EB of IRSPM and of the Editorial Board of <i>PMR</i>. S/he is responsible for liaison between both bodies and for ensuring that <i>PMR</i> contributes to the mission and objectives of IRSPM.</p>
<p><b>At large members</b></p>	<p>The 'at large' EB members are active members of the Society who participate in various committees to be formed by the President and/or the EB from time to time in the interest of the Society. These members assist in the promotional activities of the Society. They may be asked to develop and support specialist interest groups within IRSPM. The precise roles and functions of the 'at large' EB members are determined by the EB in the first instance, to be confirmed at a subsequent AGM of the Society.</p>