

# **A guide to applying to be Chairperson of Imtac**

## About this guide

This guide has been designed to assist people when applying for the position of Chairperson of Imtac. It has information and advice about:

- The role and work of Imtac
- Support available to people applying to be the Chairperson of Imtac
- The role of the Chairperson of Imtac
- The knowledge and experience the Chairperson of Imtac must have
- The process for selecting the Chairperson of Imtac
- How we protect your privacy

## About Imtac

The Inclusive Mobility and Transport Advisory Committee (Imtac) is a committee of Deaf people, disabled people and older people as well as others including carers and key transport professionals. Its role is to advise Government and others in Northern Ireland on issues that affect the mobility of Deaf people, disabled people and older people.

The aim of Imtac is to ensure that Deaf people, disabled people and older people have the same opportunities as everyone else to travel when and where they want.

Imtac receives support from the Department for Infrastructure.

## Support available to people applying to be the Chairperson of Imtac

The application form and this guide are available in a range of formats. You can submit your application in your preferred format, including in audio format, as long as you answer all the questions. You can also complete the application form over the telephone.

Imtac actively promotes the participation of Deaf people, disabled people and older people in its work. The Committee is committed to make all the necessary adjustments to assist applicants to the post of Chairperson fulfil their role if appointed. While the Imtac Chairperson is not paid, any out of pocket expenses including travel will be paid.

If you would like to discuss the support available for people applying to be the Imtac Chairperson, please contact Michael Lorimer at our secretariat.

### The role of the Chairperson

#### *Function*

The Chairperson is a Board member of the Business Committee and registered as Company Secretary and Director of Imtac with Companies House.

#### *Aim*

The Chairperson is responsible for the running of Imtac. The Chairperson shall ensure that Imtac's policies and actions are consistent with its annual Work Programme and that Imtac's affairs are conducted with probity and within the terms set out in the annual grant Letter of Offer and the Memorandum of Understanding.

#### *Responsibilities*

The Chairperson will be expected to:

1. Chair full Committee and Business Committee meetings
2. Represent Imtac at public events and meetings and attend meetings with policymakers and others on behalf of the Committee

3. Contribute to and sign off correspondence and reports connected to the work of Committee
4. Act as the Chief Accounting Officer for Imtac, responsible for ensuring public money is only spent for the purposes for which it is given
5. In conjunction with the Business Committee, ensure that Imtac meets all its legal obligations.
6. In conjunction with the Secretariat, ensure Imtac meets commitments made under its annual Work Programme and its Memorandum of Understanding with the Department for Infrastructure
7. Have overall responsibility for the annual recruitment process for Imtac members.
8. Be responsible for all workplace and line management activities, in accordance with good practice and employment legislation. These shall include:- performance management and appraisal; management of contracted hours and leave; accident or incident reporting and investigation; management of sickness absence; management of disciplinary and grievance procedures; authorisation and payment of expenses.
9. Undertake Line Manger responsibilities for seconded staff as set out in secondment agreements and associated documents. (Currently Imtac has one member of staff seconded from Disability Action)

The knowledge and experience the Chairperson of Imtac must have

**Section 2 of the application form asks about your knowledge and experience. It is essential that you answer these questions.**

There are 3 general essential criteria which apply to all Imtac members:

- 1 You must be able to demonstrate knowledge of key transport issues that affect Deaf people, disabled people or older people.

Please tell us about your knowledge of key transport issues that affect Deaf people, disabled people or older people. Tell us how you gained this knowledge. For example, it could be because you are a user or potential user of transport services, or it may be through your work with Deaf people, disabled people and older people. Please make sure you give specific examples of the types of barriers / difficulties encountered by Deaf people, disabled people or older people when travelling or using transport services.

- 2 You must be able to represent the best interests of all Deaf people, disabled people and older people.

As a member of Imtac you must be able to represent the best interests of all Deaf people, disabled people and older people. This means that sometimes you will be required to place the broader interests of Deaf people, people and older people before your personal interests or the interests of organisations you may be involved with.

When answering this question you must give specific examples from your own experiences where you have done this. This could include for instance:

- Other Committees or groups you sit on, particularly where you have worked with other Deaf people, disabled people and older people
- Projects or events you have taken part in, particularly where you have worked with other Deaf people, disabled people and older people

- 3 You must be able to meet the time commitment of at least 25 to 30 hours per month.

To be considered for the Chairperson of Imtac you must answer **“yes”** to this question.

In addition to the above there are 2 further essential criteria that applicants for the Chairperson of Imtac must have. These are:

- 1 You must be able to demonstrate an ability to think strategically about the long term impact of the work of Imtac. This may have been gained in performing a similar type of role for another organisation.
  
- 3 You must be able to demonstrate previous experience of all aspects of managing a committee including chairing meetings, managing the business of a committee and managing the work of a secretariat.

When answering these questions, you must give specific examples from your own experiences where you have done this.

### Your Privacy

Imtac has a Privacy Policy detailing how we will manage and protect personal information about our members and people applying for membership of Imtac. The policy can be viewed via the following link - <https://www.accessibletravelni.org/your-experiences/imtac-privacy-statement>.

### COVID-19

Imtac recognises the ongoing impact of COVID-19 on disabled people and older people. We continue to take steps to minimise risks to our members and others. All of our face-to-face meetings are hybrid with members having the option to attend remotely if this suits better.