

Job Description and Responsibilities – Board Directors

Title: Director (Buyer)

The role of the director (Buyer) is to represent the interests of the full members in the decision making of the ITM Board of Directors. The Buyer Members are those that purchase and/or manage travel on behalf of their organisations.

The Director needs to be a Direct Member of ITM and a decision maker within their employing organisation. He/She should have the full support of the employing organisation to act as, and to fulfil the responsibilities and commitment as set out below.

Title: Director (Supplier, IP)

The role of the director (Supplier or IP) is to represent the interests of the supplier and IP members in the decision making of the ITM Board of Directors. The Supplier/IP Members are those that supply travel and travel management services to organisations in the UK & Ireland.

The Director needs to be a Supplier or IP Member of ITM and a decision maker within their employing organisation. He/She should have the full support of the employing organisation to act as, and to fulfil the responsibilities and commitment as set out below.

Director Responsibilities

- Attendance at all quarterly ITM board meetings and two annual Brainstorming Days (including two Sundays)
- Responsibility for projects through Chairmanship of **one** of the ITM Working Parties, which include but may not be limited to :-
 - **Education Working Party**
 - **Member Benefits & Engagement**
 - **Research Working Party**
 - **Industry Affairs Group**
 - **Industry Solutions Group**
 - **Industry Liaison Group**
 - **MEET (Meetings & Events)**
 - **SMENE (SME & New Entrants)**
 - **GLOCAL (Global Content delivered Locally)**
 - **ICARUS Supplier Committee**
 - **ICARUS International Committee**
 - **ICARUS Advisory Board**

Chairmanship of a working party requires the ITM Board Director to take responsibility for ensuring objectives, concise minute taking, monitoring activity and reporting to the board.

- To proactively promote ITM to potential members and sponsors and assist in membership growth strategies
- To engage with the ITM regional committees prior to and after the board meetings.
- To submit all relevant travel and accommodation expenses in a timely manner.
- Typically length of service is a 2 year term with an option to extend for further 2 years subject to board approval.
- To be registered at Companies House as a full Director of ITM and understand the responsibilities which come with that, including fiscal and auditing responsibilities.

Remuneration

The roles carry no remuneration and are on a voluntary basis only. Expenses incurred as a result of undertaking the role are reimbursed.

ROI

Most of the returns of becoming a board director are in terms of personal development. From chairing a working party, to strategic discussion and taking an industry leadership role to developing a greater network of contacts, directors are rewarded for the time they put in. There are some financially related rewards but these are neither guaranteed nor part of the role. E.g. At present Supplier & IP Directors are asked to attend the ITM Conference but are not required to pay.

Appointment

According to the rules of the association, the board can appoint specific directors of their choice to the board through a co-opt method or ask for nominations and then have the membership vote on a shortlist. In the case of the latter method, the board retains the right not to shortlist candidates who they believe are working with a conflict of interest, such as seeking sponsorship, holding director posts or other strategic roles in other associations or creating products and services such as forums, events, research etc in competition to ITM.

To apply for the role or for an informal discussion please contact paul.tilstone@itm.org.uk