

ROLE PROFILE

Role: Scientific Committee Chair

Report to: INWA Board

DUTIES AND RESPONSIBILITIES:

Responsible for the provision of valid research on Nordic Walking, health, fitness and sport-related topics.

Strategy Development

- Lead the Board and Scientific Committee in the development and implementation of INWA's Scientific Strategy.

Development of Access to Related Scientific Research and Articles

- Establish access to providers of valid research and articles
- Establish processes to critique research and articles
- Contract other organisations, universities and research facilities to carry out research projects
- Prepare budget, as required, on research needs
- Enable, as appropriate, member, coach and instructor access to research
- Develop communication strategies to ensure engagement of Members, coaches, instructors and the public in research activities.

Human Resources

- Manage relevant expertise in science-related work

Membership Involvement

- Establish strategies and communication channels to ensure understanding of members' research needs
- Engage members in the Scientific Programme

Committee Activities

- Hold at least monthly meetings (via Skype) with the Scientific Committee to ensure delivery of outcomes
- Ensure delivery of scientific programmes on time and within budget.
- Work with Education Committee to provide Scientific support for Education programmes.

Customer Service Activities

- Reply to any incoming emails, phone calls or other messages within 24 hours
- Obtain/answer email requests promptly

Office Management

- Attend all Board meetings on Skype
- Organise regular Communication Committee meetings

Publication of Research Articles and Topics

- Work with the Communication Committee to publish articles and topics in the INWA Newsletter, Website, Facebook and other communication channels
- Work with other organisations to publish INWA-initiated research articles

SKILLS:

- Solid understanding of science, medical, health and sport-related topics
- Access to university and/or other research material
- Commit to at least 10 hours per month
- Working knowledge of computers in a Windows environment
- Demonstrate excellent oral and written communication skills
- Team leadership skills
- Maintain professional and positive demeanor
- Proven accuracy and attention to detail