

NOTIFICATION

SPONSORING PARTY: INFORMATION SYSTEMS UNIT

Title	Call for candidates for ISU Chair
Objective	Officially opening the call for candidates for the Chair of ISU

1 OVERVIEW

On 11 July 2024 the term of our current ISU Chair, Katja Merkel, has officially ended. Due to summer period, lack of ISU meetings and lack of urgency (as Katja was willing to extend her term), we are opening an official call for candidates for the Chair of ISU only now.

At the next ISU meeting on 18 September 2024, and if there is more than 1 candidate, the voting will take place.

This call is open, and all candidates must express their interest to AIB Secretariat, until 11 September 2024.

2 WHAT ARE THE TASKS OF THE ISU CHAIR? – ROLE DESCRIPTION

2.1 The chair position includes the following tasks

Monthly:

- Prepare and chair ISU meetings (4h);
- Prepare the agenda of ISU meetings, with the help of the AIB Secretariat (1h);
- Coordinate the work of the ISU on content, quantity, priority and budget (2h);
- Work on ISU action points in between meetings (drafting papers, taking initiative, ...) (4h);
- Approve the timesheets of the Technical Support User (0,5h).

Quarterly:

- Attend the quarterly meetings of the Chairpersons Unit (2h);
- Follow-up the Budget and Action Plan of ISU (with support from the AIB Secretariat regarding the Budget and with support of the AIB Contract Manager) (1h);

Annually:

- Attend the annual 2-day AIB Strategy Meeting;

Project-related:

- Attend meetings of the Hub roadmap project team (ad hoc);

The chair is expected to (learn to) understand the tasks of ISU. A background in managing a GO registry is obviously valuable in this respect. However, support is given by the AIB Secretariat.

2.2 How is the chair supported by the AIB Secretariat?

The chair is supported by staff of the AIB, mainly by the IT Application Officer, currently Martin Standera, and by the rest of the AIB Secretariat (at first request).

For information, AIB Secretariat has the following responsibilities (related to ISU):

- Facilitating ISU meetings
- Arrange technical needs for meeting
- Prepare agenda proposal
 - based on the minutes of last meeting and new issues
 - send this agenda proposal to chairperson(s), follow up their input
 - send agenda to ISU members 1 week before meeting
- Provide the minutes of the ISU meetings
 - include the main reasoning followed on the topics that were discussed
 - include decisions, discussion outcomes, actions for every person involved
- Support to the meeting with technical expertise
- React instantly to instant questions
- Follow up action points
- Action points for ISU members:
 - follow up their progress
 - ask them about progress when no action has been communicated for some time
 - offer them support where appropriate
 - help finding solutions
- Check whether the necessary documents are put on the agenda for the General Meeting, following the process decided by ISU
- Proactive thinking for the Unit
- Knowledge of the documents with specifications of the system (SD03 HubCom, EECS Rules, Fact Sheets)
- Identify issues that need improvement
- Proposing solutions to the Unit
- Work out solutions
- Proposing new tasks to the Unit, if deemed relevant

3 WHY BECOME ISU CHAIR? WHAT IS IN IT FOR YOU?

Taking up responsibility as ISU Chair within the AIB has multiple benefits:

- Always be front-row to steer developments and way of they are implemented **in GO registries**;
- Steer and shape priorities **within the AIB**;
- Have an impact on the design and functionalities **of the AIB Hub**;
- Supervise and steer the IT and ISU budgets of AIB (with assistance of the AIB Secretariat);
- Learn best practices/technology solutions that you can implement in your own organisation;
- With assistance of the AIB Secretariat, develop **skills in management and governance** that can be applied to other organisations and businesses;
- Be part of a **motivated and enthusiastic team** of like-minded AIB officials;

- **Personal development:** learn to harmonise viewpoints in a constructive atmosphere, get out of your comfort zone with assistance of the AIB Secretariat, build your personal profile.

4 DO I NEED EXPERIENCE IN GOVERNANCE OR A PARTICULAR SKILL SET?

No. We sincerely encourage anyone working for an issuing body to talk to us about applying! Even if you have no prior chair or board experience, we will ensure you have the right tools to participate. We support you, and provide other resources as required. Additionally, the new chair can receive direct mentorship from one or more current or past Board members. All representatives and alternates of the Members in the Information System Unit can apply.

5 HOW TO APPLY?

Contact the Secretary General, Liesbeth Switten (liesbeth@aib-net.org) or the IT Application Officer, Martin Standera (martin@aib-net.org) to discuss any questions you have.

You will be asked to send in a motivation letter and a CV and the AIB Secretariat will prepare the voting if there is more than 1 candidate.

6 APPOINTMENT PROCEDURE OF THE CHAIR

Most relevant provisions of the [Internal Rules](#) of the ISU:

If there is more than one candidate, election shall take place by secret ballot. The election meeting is quorate when at least three (3) Member representatives are present and represent at least three (3) AIB Members. The candidate for the Chair may not take proxies. If this quorum is not met, an email vote or an electronic vote will be organised within three weeks. If there is only one candidate, then election shall only take place by secret ballot if one or more members request it.

The chair of Information System Unit shall be appointed for a term of two (2) years.