

## **A guide to applying to be a member of Imtac**

### About this guide

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

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

### About Imtac

The Inclusive Mobility and Transport Advisory Committee (Imtac) is a committee of 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 a member 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 potential members play a full part in

the work of Imtac. While Imtac members are 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 an Imtac member, please contact Michael Lorimer at our secretariat.

### The role of an Imtac member

- 1 To attend Imtac meetings
- 2 To contribute to the work of Imtac including providing input to consultation responses and other papers
- 3 To attend public events and meetings as a member of Imtac
- 4 To attend private meetings with policymakers and others
- 5 To meet any deadlines set by the Chair of Imtac or the Secretariat – for example providing comments on a consultation response

### The knowledge and experience members 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 criteria:

- 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, disabled 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 Deaf people, disabled people or older people
- Projects or events you have taken part in, particularly where you have worked with Deaf people, disabled people or older people

- 3 You must be able meet the time commitment of at least 10 – 15 hours per month which includes attending meetings as well as contributing to the development of Imtac papers

You must be able to answer “**yes**” to this question to be considered for membership of Imtac.

### The process for selecting members of Imtac

Members of Imtac will be selected by a panel of three people that includes at least two people who are not members of the Committee.

The panel will select candidates who meet the three essential criteria. If there are more candidates meeting these criteria than places available on the Committee the panel will use the following additional weightings based on current Imtac membership to help make a decision:

- The current balance of people with different impairments
- The current gender balance
- The current geographical representation

If a decision still cannot be made using the additional weightings the panel can decide to hold interviews.

If you are appointed as an Imtac member you will usually serve for a term of 3 years. Members can serve a maximum of two consecutive terms but then must step down for at least twelve months before reapplying. New members will take up post following the Imtac AGM in June.

## **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.imtac.org.uk/imtac-privacy-statement>.

## **Covid-19**

COVID-19 has affected everyone in our communities. During the height of the pandemic Imtac's work was undertaken largely remotely using online meetings. Although we have re-started face-to-face meetings, we continue to monitor the situation and 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.