

Job Description - Pro bono, Kingdom Saudi Arabia Committee Member

Company: The Middle East Investor Relations Association (MEIRA)

Introduction: MEIRA is looking for IROs and Partners who have the capacity to take on a more active role in the Kingdom of Saudi Arabia (KSA), MEIRA Committee. The successful candidates will benefit from exposure to the KSA MEIRA board, and potentially open the door to future KSA or MEIRA board membership. The Committees work closely with our CEO and KSA Chair, various market intermediaries, including the exchanges and regional regulators, and are focused on creating added value for the wider IR community.

Position: Kingdom Saudi Arabia, Committee Member (4-6 volunteers)

Location: Remote/Online

Reporting to: CEO of the Association and the KSA Board of Directors

Kingdom Saudi Arabia Chapter, KSA Committee Member

The role of the Kingdom Saudi Arabia Chapter, Committee Members is to support MEIRA in shaping the life of the KSA Chapter, setting the operational framework for different areas of the KSA Association's membership and activities. The committee will be made up of between 4-6 volunteers, willing to contribute to the development and further direction of the KSA MEIRA's Chapter. Responsibilities may/will include:

- Evaluate and assess the ongoing value of the membership for members located in the Kingdom of Saudi Arabia.
- Liaise with the Event committee to ensure that relevant topics, training courses and events are brought to the Association and its KSA members in the form of events.
- Support the Association's executive team in curating a calendar of events, ensuring that subjects of Investor Relations relevance, or more specifically the Saudi market are brought to the Association and its members through various online and in-person events targeted at KSA chapter members.
- Support in the organization of 4 to 6 chapter meetings per annum, held in in the Kingdom by suggesting speakers, sponsors and other relevant third parties. Willingness to tap into own network and make introductions for the benefit of MEIRA's network and events.
- Possible support role of liaison with key local market players, including the Financial Academy, Saudi Exchange (Tadawul) and Capital Markets Authority (CMA).
- Proactively promote MEIRA's membership to grow and develop the chapter membership base.

Time commitment and Candidates' Requirements

- A minimum of 2 years combined in-house investor relations experience, or 5 years' experience if working for a service provider/partner.
- Knowledge of issues affecting listed companies
- The applicant will need to hold a MEIRA membership or be a partner of the Association.
- Ability to work flexibly and collaboratively with a group to shape ideas.
- Ability to be a Topic Lead or Contributor, working with the CEO, fellow IR professionals and members to improve the value of the membership for its members and partners.
- Availability to join 4 to 6 meetings annually (virtual) and time to prepare before these. Time commitment up to 10 hours per annum.

What you will gain

- **This is a voluntary role; no remuneration will be provided.**
- Build your profile within the MEIRA network of committees' members, volunteers, the wider membership, and the investor relations industry.
- The opportunity to meet an interesting and engaged group of fellow practitioners from a range of sectors.
- Volunteering brings a "shared experience" amongst peers that has long-lasting benefits for your career.
- Exposure to the MEIRA board, and potentially open the door to future board membership.

How to apply

If you are interested in applying for this opportunity, please email a copy of your CV or LinkedIn page profile, which Committee you are willing to apply for, and reason/s for applying via cover letter, to Paolo Casamassima: paolo@meira.me. Deadline for applications: 10th February, 2024