

Job Description - Pro bono, Committee roles

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 various MEIRA Committees. The successful candidates will benefit from exposure to the MEIRA board, and potentially open the door to future board membership. The Committees work closely with our CEO, various market intermediaries, including the exchanges and regional regulators, and are focused on creating additional value for the wider IR community.

Position: Various Committee Members (3-5 volunteers x committee) – See further details in Appendix, page 2.

- Membership Committee
- Events Committee
- Annual Conference Committee
- Buy-side and Sell-side Engagement Committee
- Islamic Finance and ESG Committee

Location: Remote/Online

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

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/advisor.
- Knowledge of issues affecting listed companies
- The applicant will need to hold a MEIRA membership (individual or corporate 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.
- Willingness to tap into own network, make introductions, suggest speakers, sponsors and other relevant third parties for the benefit of MEIRA's network and events.
- Depending on location, possible support role of liaison with key local market players, including the CMAs, Exchanges and Regulators.
- Proactively promote MEIRA's membership to grow and develop the chapter membership base.

Remuneration

- This is a voluntary role, no remuneration will be provided.

What you will gain

- 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 will be willing to apply for (see page 2 for list of committees), and reason/s for applying via cover letter, to Paolo Casamassima: paolo@meira.me. Deadline for applications: 10th February, 2024

Appendix – The Committees

The committees

The role of the Committees is to support MEIRA in setting the operational framework for different areas of the Association's membership and activities. Each committee will be made up of 3-5 volunteers, willing to contribute to MEIRA's development and further direction.

- **Membership Committee**
The committee's aim will be to evaluate and assess the ongoing value of the membership for its members and partners. The committee will also liaise with the Event committee to ensure that relevant topics, trainings and events are brought to the Association and its members in the form of events.
- **Events Committee**
The committee's aim will be to help the Association draft a calendar of events, ensuring that subjects of Investor Relations relevance are brought to the Association and its members through various online and in-person events. Members of the Committee will have to keep up-to-date with industry developments, including key changes in the regulatory landscape, and will be able to support in identifying the relevant speakers for MEIRA's events.
- **Annual Conference Committee**
The committee's aim will be to help the Association draft the agenda of its annual conference and contribute to the event's planning, logistics, and identifying key speakers.
- **Buy-side and Sell-side Engagement Committee**
MEIRA is planning to open up the Association to both the buy-side and sell-side. The goal of the committee will be to help promote good relations between listed companies and the investment community, be a facilitator of corporate access, and increase the number of educational events run in collaboration with buy-side investors and sell-side analysts.
- **Islamic Finance and ESG Committee**
Two frameworks have consistently emerged at the forefront of ethical finance: Environmental, Social, and Governance (ESG) and Islamic investment. The role of the Committee will be to promote education for Investor Relations professionals around both disciplines and look into the possible convergence or synergies between the two disciplines.