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**Roles and responsibilities of the Vice President, Research**

As part of the Institute for Small Business and Entrepreneurship Executive Board, the VP Research is responsible for representing the research agenda of the Institute’s members. The VP has direct responsibility for the Institute’s Research and Knowledge Exchange (RAKE) programme to support new research projects amongst members; for working with the ISBE team to continually raise the quality of research that is presented at the annual conference and other events; and to use their expertise in the research arena to jointly represent and inform the Institute’s membership in all matters of small business and entrepreneurship research.

The VP Research is a Board Trustee of the Institute and joins the Executive Board (consisting of the ISBE President, VP Education & Practitioner Learning, VP Policy & Practice and the ISBE Treasurer).

**Key responsibilities**

* Managing the Institute’s Research and Knowledge Exchange (RAKE) programme:
  + In consultation with the ISBE Exec and sponsors, propose suitable research themes for each RAKE application window (1-2 per year)
  + Set criteria for applications
  + Review all applications against criteria and select winning bids, in agreement with the ISBE Exec
  + Work with the ISBE administration team to manage the application and selection process, and ensure that follow-up reports and presentations from successful applicants are submitted and given in a timely manner, and to all deadlines
* Managing the Institute’s existing relationships with RAKE sponsors, ensuring that sponsors are kept informed about progress with successful applications and resulting outputs
* Working with the ISBE administration team to identify new prospective RAKE sponsors, and meeting with them as appropriate
* Working with the ISBE administration team to ensure that all sponsors are invoiced in a timely manner
* Leading an annual review of RAKE performance, and submitting an annual report to the ISBE Board regarding progress made with the RAKE fund, with recommendations for future investment where appropriate
* Working with the ISBE team to ensure that the review process for the annual conference is robust, anonymous and sufficient to produce papers of a high quality for the conference
* Liaising with the Editor of the ISBE journal, the International Journal of Entrepreneurial Behaviour & Research (IJEBR), to ensure that papers from the conference are submitted to the journal
* Contributing at least 2 guest blogs p.a. that will be hosted on the ISBE website and promoted via the ISBE monthly bulletin
* Working with the ISBE President and other members of the Executive Board to ensure the successful implementation of agreed Institute strategy
* Attending 5-6 ISBE Exec meetings p.a. (normally held before ISBE Board meetings)