

# Corporate Governance & Professional Ethics Committee

## Role Description for Chair

---

The purpose and remit of the Corporate Governance & Professional Ethics Committee is set out in the CIWM Practice Directions under Practice Direction 8.

The Committee shall ensure that the governance of CIWM complies with the appropriate standards for a company incorporated by a Royal Charter and a registered Charity and from time to time shall be required to review proposals from other Committees to change the Institution's constitutional documents (the Charter, Bye-Laws, Regulations and Practice Directions) and make such recommendations to the General Council of CIWM for change as it deems appropriate. It is also responsible for the operation of CIWM's Code of Professional Conduct and all Disciplinary actions invoked under the Code.

### Members of the committee

The membership of the Corporate Governance & Professional Ethics Committee is also set out in the Practice Directions and shall comprise the following:

an independent Chair who shall be a senior lawyer, not necessarily a member of the Institution, and not otherwise a General Councillor, appointed for a period of three Periods by the General Council.

two General Councillors appointed for a period of three Periods by and from the General Councillors

two other Chartered Members of the Institution not otherwise being a General Councillor, appointed appointed for a period of three Periods by the General Council.

### Role of the Chair

In addition to the general responsibilities of a member of the committee the Chair will -

- Provide leadership to the Corporate Governance & Professional Ethics Committee by ensuring that everyone remains focused on the delivery of the committee's objectives
- Chair and facilitate committee meetings
- Bring impartiality and objectivity to decision-making
- With the Director of Governance, or the Chief Executive, :
  - Plan the work of the committee including any meeting dates
  - Set the agenda for committee meetings



## Together, we stand for a world beyond waste

- Liaise with the Director of Governance, or the Chief Executive to keep an overview of the organisation's affairs related to the remit of the committee and to provide support as appropriate
- Provide support and guidance, sometimes at short notice, regarding the approach to take related to complaints against members, affiliated organisations and volunteers
- Support the general work of the committee including creation of an annual governance review which is reported to the Trustees
- If required, work with the Executive team and the Trustees to support any communications which relate to the remit of the committee such as governance and member conduct.

### Time commitment

The Chair will be able to shape the work of the committee but it is anticipated that there will be at least one committee meeting per year and the requirement to input into an annual governance review which is reported to the Trustee Board. The Chair is also often the first point of contact when a complaint is made against a member of CIWM of which there is usually no more than two per year.

### Term of Office

The chair is appointed by the Trustee Board for three periods which is usually equivalent to three years. A period is the time between Presidential Inaugurations, usually 12 months.

### Application process

We welcome applications from a wide variety of backgrounds because we know it makes CIWM stronger. We welcome applicants regardless of gender or gender identity, age, disability, race, sexual orientation, or religion or belief.

Those interested in the Chair role should write to the CEO via [CEO@ciwm.co.uk](mailto:CEO@ciwm.co.uk) submitting a CV which shows that they meet the pre-requisites for the role and a covering letter outlining their interest in the role. Those who apply may be asked to take part in an interview to determine suitability for the role.

