

CENTRE CHAIR ROLE DESCRIPTION

1. <u>Appointment</u>	
Title:	Centre Council Chair
Length of Term:	The Centre Council members can elect their Chair at any time, so the term is not fixed. Most Centres confirm their Centre Council Chair annually at their Annual General Meeting and most Centres appoint a Chair for two years to provide for continuity in management of the Centre.
Reports to:	The Centre Council
Appointment:	<p>Centre Chairs are elected by the Centre Council.</p> <p>Candidates must be elected Centre Councillors (not co-opted, etc) and the Centre Council can remove the Chair from office at any time (See Reg 48).</p> <p>The elected Centre Chair is usually confirmed at the Centre's Annual General Meeting.</p> <p>Some Centres also elect a Vice-Chair. This is not a formal role under the CIWM constitution but allows clear succession planning for the Centre with preparation time for an in-coming Chair, plus some sharing-out of Centre Chair responsibilities. This is advised as best practise for all Centres.</p>
2. <u>Role Objective and Responsibilities</u>	<p>The Centre Chair will take the chair at every General or other meeting of the Centre where they are present (See Reg 36 and Reg 48). In their absence the Centre Council will appoint another elected Centre Councillor to preside as chair for that meeting – this would usually be the Vice Chair where one has been elected.</p> <p>In any Centre matter decided by vote, the Chair has a casting vote in the case of a tied result.</p> <p>The Centre Chair usually:</p> <ul style="list-style-type: none"> • Chairs Centre Council meetings, ensuring that decisions are carefully recorded including allocation of responsibilities (e.g. for event delivery and health and safety management) between Centre Councillors • Chairs Centre General and open meetings • Represents the Centre in meetings with other bodies although alternates are often needed in view of work / time commitments. • Leads the Centre Council in its plans and strategy development • Helps advise the Centre Council and its members of the requirements of the CIWM constitution so far as it relates to Centre Councils (See Byelaw 30 re establishment of Centre Councils, Byelaw 31 re Centre Council meetings and Part II of the Regulations "Centre Regulations" ie Reg 29 to Reg 54) • Undertakes general Centre Councillor duties as an elected Centre Councillor.
3. <u>Person Specification</u>	The role of Centre Chair does not require any specific qualification (other than being an elected Centre Councillor and therefore a

	<p>Corporate Member of the Institution).</p> <p>The role does require a time commitment to attend meetings of the Centre and Centre Council and preparation for those meetings, genuine leadership qualities and an ability to chair meetings effectively to ensure clear outcomes and wise use of the Centre Councils resources including time.</p> <p>The Centre Chair will also be:</p> <ul style="list-style-type: none"> • Interested in the work of the Institution and keen to be involved in its activities • Enthusiastic about meeting CIWM Members, potential members and others in or associated with the industry • Keen to serve CIWM members' interests within the Centre.
4. <u>Requirements & Commitments</u>	
Time Commitment:	<p>The role of Centre Chair requires time commitment and anyone standing for this role should make sure they can allow time for:</p> <ul style="list-style-type: none"> • Chairing Centre Council meetings. The number of Centre Council meetings varies between centres between 4 or 5 per year up to around 10 per year. The frequency of meetings is set by the Centre Council itself to meet the requirements of their Centre business (See Reg 47). Meetings usually take approximately ½ day plus travel and preparation time. • The Centre Annual General Meeting in March /April each year again usually taking up to a full day plus travel and preparation time. • Centre Open meetings (as per general Centre Councillor expectations) • Represent the Institution and Centre at meetings with other organisations. • Attending the annual Centres meeting organised through Head Office – although many centres agree attendance between the Chair / Honorary Secretary or other alternate. • General Centre Councillor responsibilities as an elected Centre Councillor.
Equipment Requirements:	Access to a telephone, computer and email available for CIWM use would be preferable.
Work Commitments:	<p>Expectations of the Centre Chair role vary between Centres, especially regarding Centre Council and Centre open meetings.</p> <p>In Centres representing a country with its own national government – currently Republic of Ireland, Northern Ireland, Scotland and Wales – meetings with other bodies can be a significant commitment.</p> <p>Candidates for Centre Chair roles have often already served in another Centre Council role and should therefore be familiar with expectations in that Centre. If not, then candidates should check with other Centre Councillors, especially the Honorary Centre Secretary.</p> <p>Some Centres appoint a Vice-Chair to allow preparation for a period as the elected Chair and to support the work of the formal Chair post-holder.</p>
Honorarium:	N / A

<p>5. <u>Benefits & Rewards</u></p>	<p>The role of Centre Chair often reflects a recognition of achievement and leadership within the Centre Council, the Centre in general and the industry as a whole.</p> <p>The post-holder will be able to use the position to demonstrate leadership, plus general chairing and organisational abilities, and will be in a strong position to:</p> <ul style="list-style-type: none"> • Develop and extend their network of fellow CIWM Members and other potential members in the industry plus a broad range of external relationships in other organisations in the Centre’s area • Learn about the Institution as a whole. <p>There are benefits to employers in supporting staff in these positions too, especially in terms of the profile gained and the benefits that come through development of an extensive professional network across the industry.</p>
<p>6. <u>Organisational Relationships</u></p>	<p>The Centre Chair will have strong working links with other Centre Council members, especially the Honorary Centre Secretary and CIWM Members in the Centre.</p> <p>Support for all Centre management matters is available through Head Office staff – using the CIWM Centre Support Team as the first point of contact.</p>