

CENTRE COUNCILLOR (General) ROLE DESCRIPTION

1. Appointment	
Title:	Centre Councillor (General)
Length of Term:	Centre Councillors are usually appointed for a term of 3 years but are eligible for re-election afterwards. Special arrangements exist for filling “casual vacancies” – see below.
Reports to:	The Chair of the Centre Council and to the Members of the Centre at the AGM every year.
Appointment:	<p>Members wishing to be elected as “Elected Centre Councillors” must be Corporate Members of the Institution (i.e. a Fellow or Chartered Waste Manager) (See Reg 45)</p> <p>The Election process, including clarification of current Centre Councillors who are stepping down and those who are prepared to re-stand for election and the process and deadlines for applications, will be coordinated by the Honorary Centre Secretary and the Centre Support Team. Candidates for election must submit a nomination form indicating their willingness to be elected and that must be signed by two other Corporate Members of the Institution who are prepared to support that application.</p> <p>If the number of applicants is equal to or less than the total number of vacancies for elected Centre Councillors, the candidates will be appointed. If a greater number of candidates put themselves forwards a ballot of the Centre’s Corporate Members will be held such that the result can be announced at the Centre Annual General Meeting (see Reg 39.1)</p> <p>If there is a tied result in the ballot the Centre Chair will have the casting vote on the result (See Reg 48).</p> <p>Elected Centre Councillors are appointed for a 3-year term and are eligible to re-stand at the end of that period (See Reg 44).</p> <p>Any Centre Councillor may stand-down from office at any time, or they will be deemed to have resigned if they are no-longer a CIWM Member for any reason (See Reg 42).</p> <p>Where a “casual vacancy” occurs on the Centre Council, the Centre Council can appoint a Corporate Member of the Institution to fill it – provided that the appropriate maxima below are not exceeded. (NB any General Councillor appointed to a casual vacancy will be counted as an “elected Centre Councillor”). The Member elected to fill a casual vacancy will hold that post only until the Centre’s next Annual General Meeting but will be eligible to stand for election at that stage in the normal way. (See Reg 46).</p> <ul style="list-style-type: none"> • Honorary Officers (ie the Honorary Centre Treasurer and Secretary who need not be – but often are – elected Centre Councillors in their own right), and • Co-opted Corporate Members from the Centre (also counted as

	<p>“Honorary Officers” of the Centre) who are invited to support the work of the Centre Council by virtue of their experience, specialism within the industry or wealth of network contacts.</p> <p>At no time should the total number of elected Centre Councillors be less than the number of honorary and ex-officio Centre Council Members (See Reg 41).</p>
<p>2. <u>Role Objective</u></p>	<p>The role of CIWM Centre Councils is covered in Regulation 30.</p> <p>In particular, Centres:</p> <ul style="list-style-type: none"> • organise and co-ordinate the activities of Members in the Centre • organise and deliver “open meetings” where Members (and others) come together to discuss and promote scientific, technical and managerial knowledge and expertise. So far as services to Members and the “public benefit” provided by the Institution are concerned this is one of the most important activities in the Institution. Centres are expected to provide at least two “open meetings” per year, but most Centres hold more. Usually there is a rolling programme, depending on demand and resources in the Centre to plan and deliver these meetings. • act as a “conduit” between Members in their area and the various CIWM Committees – informing Members of the business of the Institution and to allow their views to be communicated back to those Committees • hold elections to the Centre Councils. <p>Regulation 31 confirms that at all times Centre Councils (which includes individual Centre Councillors) are expected to work in the best interests of the Institution and to comply with its Constitution.</p> <p>Centre Councils also have roles outside of those specified in the Constitution, especially:</p> <ul style="list-style-type: none"> • Implementation of a Centre Strategy including the recruitment of CIWM membership in their area • Development and maintenance of a plan to engage members locally, encouraging them to be active in the work of the Centre and to develop their CIWM Membership including upgrading to Chartered Resource and Waste Manager status and Fellowship of the Institution as well as completing CPD requirements • Communications with CIWM Members and potential Members in their area • Organising or attending meetings with external organisations especially in national CIWM Centres who will have meetings with National Government and their agencies plus other nationally based organisations such as trade bodies. • Centre social events, often involving a Christmas event and others including golf days, quizzes and social visits • Support the New Member Networks in the Centre through administration, advice or financial contribution <p>Centre Councillors may be asked to take a lead in these issues on behalf of the Centre Council as a part of best practice in Centre management. The success of a Centre Council depends on the strengths and engagement of its Centre Councillors including shared responsibilities, clearly allocated roles and teamwork, often involving engagement of CIWM Members and others outside of the Centre Council.</p>
<p>3. <u>Person Specification</u></p>	<p>The role of Centre Councillor does not require any specific qualification (other</p>

	<p>than being a Corporate Member of the Institution in the Centre for the role of “Elected” centre Councillor or others specific to other Centre Roles) (See other role descriptions). However, the role does require basic organisational and administration experience and often relies on a well-developed understanding of the local waste and resources industry plus the people who work within or alongside it. Above all else the role requires enthusiasm about the institution and the Centre and a preparedness to take on responsibilities as a volunteer within the Centre.</p> <p>Centre Councillors 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. <p>The role does require a time commitment to meetings of the Centre and Centre Council, and preparation for those meetings (see work commitments below).</p>
<p>4. <u>Requirements & Commitments</u></p>	
<p>Time Commitment:</p>	<p>The role of Centre Councillor requires time commitment and anyone standing for this role should make sure they can allow time for the “work Commitments” outlined below including preparation and travel time to meetings and events. Many Centre Councils encourage “remote attendance” especially at Centre Council meetings and mainly through telephone conferencing, but face to face working strengthens Centre teamwork and relationships and colleagues will often appreciate physical attendance at Centre Meetings at least some of the time. The role also includes time commitment outside of Centre Council meetings especially in taking on a lead role in event delivery, membership development, communications, etc.</p> <p>Expectations vary from Centre to Centre and any CIWM Member thinking of taking on the Centre Councillor role should seek advice from existing Centre Councillors – especially the Centre Secretary or Chair.</p>
<p>Equipment Requirements:</p>	<p>The Centre Councillor role involves communications inside and outside of the Institution and the post holder should have access to a computer, email and telephone which can be used for CIWM business. Access to a printer for a very small amount of hard copy may also be useful.</p> <p>Centre Councils often depend on Councillors who can offer meetings accommodation or sponsorship for their meetings to offset costs.</p>
<p>Work Commitments:</p>	<p>The role of Centre Councillor includes:</p> <ul style="list-style-type: none"> • Attending Centre Council meetings. The number of Centre Council meetings is usually around 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. Attending 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. Centre Councillors will normally be expected to attend at least some of the open and other Centre meetings held in a year – especially when the individual has been a part of developing and delivering the event. Attendance at other meetings is also an important means of meeting and supporting members – new and established – and

	<p>potential members of the Institution and Centres usually try to ensure that a range of Centre Councillors will be available at all of their events.</p> <ul style="list-style-type: none"> • Attending the Centre’s Annual General Meeting • Meetings with external bodies especially in national CIWM Centres (Ireland, Northern Ireland, Scotland and Wales) • Other roles in support of the Centre Council and its work including Centre communications, membership development and member engagement and design and delivery of Centre social events. <p>None of the above are included in the CIWM Constitution but best practice in Centre Councils is for these roles to be allocated across all members of the Council to spread the workload. Centre Councillors allocated a specific role will be expected to report back on progress to their Centre Council regularly. Similarly, Centre Councils will strive to ensure Centre Councillor presence at all Centre events to maintain a strong link between the Council and the Members and potential Members of the Centre.</p> <p>In addition, one Elected Centre Councillor will also be one of the two signatories of all cheques and receipts together with a 2nd signatory who must be either The Centre Honorary Treasurer OR the Centre Honorary Secretary (See Reg 52). In most Centre Councils this role is taken on by the Chair.</p>
Honorarium:	N/A
5. <u>Benefits & Rewards</u>	<p>The role of Centre Councillor is key to delivery of Member services within the Centre and the post-holder will gain the following benefits:</p> <ul style="list-style-type: none"> • Opportunity to demonstrate organisation, administrative and leadership skills including communications, teamwork, self / time management, planning, initiative and enterprise • Development and extension of 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. Centre Councillors tend to find maintenance of their CIWM continuing professional development (CPD) easier. • 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>
6. <u>Organisational Relationships</u>	<p>CIWM Internal contacts:</p> <ul style="list-style-type: none"> • fellow Centre Councillors, Centre Members of all classes, other CIWM Centres • CIWM Head Office staff especially the CIWM Centre Support Team who will support them in Centre management including general queries <p>External contacts: a wide range of people and organisations in the industry and other industries (Public, private and 3rd sectors), plus other professional institutions, trade associations, etc.</p>