Board Composition

Each Board has a Chair and up to 11 other members.

Chair

The Chair is appointed from amongst CMI, IC members who have expressed an interest in the role. The Chair has an automatic seat on the Regional/Devolved Nation Advisory Committee (RDNAC), reporting through directly to the CMI Board of Trustees.

Candidates for Chair roles are interviewed by a panel including a member of the Board of Trustees, a current Regional Board Chair, the Director of Member Engagement, and the Institute Secretary.

Board Members

Board member vacancies are also filled by appointment. Vacancies are filled through an interview process involving the Regional Board Chair (or Deputy). This approach ensures that candidates are a good match with the existing Board members and will bring onto the Board the additional expertise needed.

Role and responsibilities

The key role and responsibility of the Regional/Devolved Nation Boards is to ensure that plans are put in place to deliver at local level the overarching strategies for CMI. As such each Board will:

- contribute to the effective implementation of the Institute’s strategic objectives
- forge relationships with key stakeholders and potential partners and influencers
- ensure regular local activity is undertaken in support of membership engagement

The Boards oversee and are accountable for the funding provided for their activities and business development and engagement strategies. Each Board will also establish such member Networks as are appropriate to meet the needs of local members.
Commitment

Each Board is expected to meet face to face at least once per quarter (4 times per year); however, Boards can decide to meet more frequently throughout the year, depending on the level of activity/priorities etc. Some meetings may be held virtually.

Although time commitments may vary for each Board member (depending on activity levels), it is anticipated that members should expect to commit, on average, at least **8 hours** of volunteering time per month.

Board Roles and Responsibilities

The following roles and responsibilities assume a full complement of Board members.

**Deputy Board Chair**

Requirements

Must be a member of CMI or IC. A member of the Regional Board and appointed by the Regional Board members

Responsibilities

- learn and fully understand the Chair’s role
- deputise as required for the Board Chair at Regional Board meetings
- deputise as required for the Board Chair at Regional/Devolved Nation Advisory Committee meetings
- receive data reports and analysis of members and profiling to inform Board decisions on activities
- coordinate the team assisting with the preparation of the annual Operating Plan

**Women in Management Champion**

Requirements

Must be a member of CMI or IC

Responsibilities

- to work with the Networks Champion to co-ordinate the WiM events calendar
- to support regional contribution to national networks
- to encourage relationships between regional and national networks
- to develop employer and learning organisation engagement with WiM
- to form part of the team assisting with the preparation of the annual Operating Plan
- to act as conduit to/from the WiM Advisory Committee and as required, by rotation, serve for a two year term as a member of the WiM Advisory Committee.
**Institute of Consulting Champion**

**Requirements**

Must be a member of CMI or IC

**Responsibilities**

- work with the Networks Champion to co-ordinate regional consultancy events
- encourage regional consulting contribution to national networks
- encourage the building of relationships between regional and national networks
- act as conduit to/from IC Advisory Committee and as required, by rotation, serve for a two year term as a member of the IC Advisory Committee
- form part of the team assisting with the preparation of the annual Operating Plan

**Communications Champion**

**Requirements**

Must be a member of CMI or IC

**Responsibilities**

- co-ordinate Regional Board contact with media organisations in the local area
- be aware of the content of CMI News Releases and summarise to the Regional Board
- liaise with the Regional Board and the CMI PR team in the promotion and reporting of regional (and if appropriate National) events to local media
- assist the Regional Board Chair as a point of contact and local spokesperson for local media
- co-ordinate content for the Regional Board newsletters via the Member Engagement Team
- liaise with the network and event champions as appropriate
- liaise with the Member Engagement Team to ensure the Regional Board web page is up to date and accurate
- ensure Regional Board social media presence and content is vibrant and engaging
- this role can be supported by a Communications Working Group made of experienced board and non-board members
- ensure that Social Media guidelines are adhered to
- to form part of the team assisting with the preparation of the annual Operating plan

**Secretary**

**Requirements**

Must be a member of CMI or IC

**Responsibilities**

- prepare agendas and maintain a record of meetings liaising with the Membership Engagement Team as necessary
- keep records of attendance at Board meetings
- assist the Membership Engagement Team in circulating copies of agenda and minutes to members of the Regional Board
• maintain details of Regional Board membership and roles via the Membership Engagement Team
• be part of the team assisting with the preparation of the annual Operating Plan

**Events Champion**

**Requirements**

Must be a member of CMI or IC

**Responsibilities**

- ensure all events align to the strategic objectives of the Board
- liaise with the Member Engagement Team to coordinate surveys to members to ensure activities and events are of real value to members
- co-ordinate Board and Network events to ensure there is no clash of dates and duplication
- ensure the event information is received by the Member Engagement Team by the 20th of the month, so this can be included in the next mailing
- form part of the team assisting with the preparation of the annual Operating Plan

**Networks Champion**

**Requirements**

Must be a member of CMI or IC

**Responsibilities**

- the point of contact for information on national and regional networks formed within the Institute
- co-ordinate creation of regional networks
- support regional contribution to national networks
- encourage relationships between regional and national networks
- develop employer and learning organisation engagement with networks
- form part of the team assisting with the preparation of the annual Operating Plan

**Professional Bodies Champion**

**Requirements**

Must be a member of CMI or IC

**Responsibilities**

- develop relationships with Professional Bodies local contacts in the Region
- liaise with the Partnerships Team to ensure information is shared and any leads are passed on
- form part of the team assisting with the preparation of the annual Operating Plan

**Higher Education Champion**

**Requirements**

Must be a current member of CMI or IC
This role is not available to current HE employees

Responsibilities

- develop a two way relationship with the Partnerships Team to ensure information is shared on any activity in the region with HE Partners and potential HE Partners
- to be the point of contact for the delivery of HE curriculum enrichment activities
- support the Regional Board Members in the presentation of the benefits of membership to local learners
- form part of the team assisting with the preparation of the annual Operating Plan

Education Provider Champion

Requirements

Must be a current member of CMI or IC

Responsibilities

- to co-ordinate Regional Board contact with educational establishments in the local area, specifically Further Education organisations and Private Training Providers.
- support the Regional Board Members in the presentation of the benefits of membership to local learners
- develop relationships with Education Providers to support Regional Board activities
- form part of the team assisting with the preparation of the annual Operating Plan

Finance Champion

Requirements

Must be a member of CMI or IC

Responsibilities

- oversee the budgeting and financial reporting processes in liaison with the Institute’s finance team
- check financial records as provided by the Institute’s Finance Department
- confirm quarterly and annual financial returns as determined by Institute’s Finance Department
- present financial information to meetings of the Regional Board
- part of the team to assist with the preparation of the annual Regional Board operating plan providing cash flow and forecast information for the annual budget
- liaise with Institute’s Finance Department as necessary

Mentor Champion

Requirements

Must be a member of CMI or IC

Responsibilities
• To promote and be the advocate of the CMI Achieve Mentoring Programme in the region (Educational Providers, Employers, SME's, etc.)

• form part of the team assisting with the preparation of the annual Operating Plan