**ROLE DESCRIPTION  
EDUCATION SECRETARY/OFFICER (EXAMS)**

Every local institute must elect an education secretary to run its exam centre at its Annual General Meeting to hold office for the ensuing twelve months.

The education secretary organises the local written examination centre twice a year (each April and October) including sourcing of relevant venue, invigilation and local exam centre operations.

Remember, the role of the local institute is primarily to adopt the objectives of the CII, as defined in its Charter and Bye-laws, for the benefit of your local members, prospective members, students and the local insurance and financial services community.

Consequently, the education secretary should develop a close working relationship with the CII at Aldermanbury and also with the Regional Membership Manager for the region.

**Main responsibilities**

The role will involve, but may not be limited to the following:

* Arrange for the provision of a local examination centres, sourced within costs and quality parameters set by the CII.
* Act as agent for administration and carrying out of the CII’s examinations (April and October) according to the regulations prescribed by the CII including the collation of all associated paperwork to be sent back within pre-determined timescales.
* To ensure that cover is available on the week of the examinations in the case of any unforeseen emergency.
* Source invigilators for all examination sessions.
* Advise council on developments to examinations and qualifications and to report back to council on the organisation of the examinations.
* Answering ad hoc queries from members or council on potential paths of study and directing them to the appropriate person for further information.
* Liaising with your Regional Membership Manager to identify local prize winners, should your institute wish to give out prizes/certificates.
* To develop relationships with the CII Customer Service team with a responsibility for examinations.
* To ensure that they have a working understanding of the range of CII qualifications.

**Additional notes**

1. The role of secretary will normally be undertaken for a term of one year although the constitution of the local institute allows for a longer period.
2. The venue used must be appropriate and within the cost and quality parameters set by the CII. It is important to liaise with the CII Customer Service team before confirming any venues bookings or decisions on [UKcentreadministration@cii.co.uk](mailto:UKcentreadministration@cii.co.uk?subject=Local%20Exam%20Centre%20Query) or 020 8530 0832.
3. The Education Secretary must be available during the busiest period just before the exams and on hand during the exam weeks to run the centre in person.