

DEPUTY PRESIDENT JOB DESCRIPTION

Overview

The deputy president's year of office is primarily a year of preparation before assuming the presidential role. It is therefore recommended that the deputy president reads the section on the president to prepare him/her for the year in office.

The deputy will work with the president and other officers to ensure that the institute evolves smoothly over the time of his/her involvement as deputy and then president.

Some institutes have adopted two year tenures of office for both the president and deputy president as a norm, so the evolvement is spread over an even longer period ensuring even greater continuity.

1. Job Purpose

The function of the deputy president is to:

- support the president and to deputise for the president when required to do so
- understudy the president to prepare for his/her term as president
- develop a theme for the forthcoming term in office that builds upon what has been achieved in the past and which is relevant to any theme adopted by the National President

2. Principal Accountabilities

2.1 Core Accountabilities

- develop a personal network of contacts within the institute, the region and within the CII
- chair various (sub-)committees as determined by council
- work with other members of council to gain a good understanding of the constitution and of the roles performed by the various council members and of any (sub-)committees
- work with the treasurer and the president to gain an understanding of the financing of the local institute and to prepare the annual budget
- to encourage the recruitment of new members in conjunction with the membership secretary
- to encourage existing members involvement in local institute activities
- to develop/maintain a succession plan for the core local institute council roles
- to promote the objects of the CII whenever possible

2.2 Other Accountabilities

- to promote Continuing Professional Development (CPD)
- to work with the council and (sub-)committees to develop a programme of events for their presidential year that meets the needs of the members within the overall objects of the CII
- to liaise with other professional and academic bodies to further educational and social development of the local membership
- to promote a healthy and on-going dialogue between the local institute, the Regional Council and the CII

3. Specific Functions and Detailed Activities

The Deputy President should:

- attend as many council meetings per annum as possible
- attend dinner functions as an alternate to the president if required to do so
- attend as many local institute social functions as possible

- establish a theme for his/her period in office taking cognizance of any that has been adopted by the National President
- assist members of committees to fulfil their duties e.g. help obtain speakers for lectures in the programme of events, promote fund raising for charity drives (especially The Insurance Charities), and meet with key employers in the region
- encourage dialogue with other local institutes and the CII (e.g. by opening a dialogue with other deputy presidents in the immediate region, and meeting the Area Marketing Manager for the local institute's region) and with other professional bodies

Key Functions

1. To support the president, and deputise for the president when the president is unable to attend functions as the representative of The CII and the industry within the territorial boundaries of the local institute.
2. To understudy the president to prepare for his/her term of office.
3. To encourage recruitment of new members of The CII (and thus of the local institute) in conjunction with the membership secretary.
4. To encourage existing members to become involved with the local council and to take on officer roles.
5. To identify and, in conjunction with the president and other institute officers, nominate a successor, as deputy president, to the council.
6. To develop, in conjunction with the president and other senior local institute officers, a manpower succession plan for the institute.
7. To chair meetings of the council in the absence of the president and such other committee or other meetings as the president may specify.
8. To work with the treasurer and the president to gain an understanding of the financing of the local institute.
9. To work with other members of the council to gain an understanding of the constitution and of the roles performed by the various council members.
10. To develop (by the end of the February following the election as deputy president) in conjunction with other council members, a programme of events for the forthcoming presidential year.
11. To liaise with other professional and academic bodies to further the educational and social development of the local membership and to develop a programme of CPD events that will benefit the memberships of each of the professional bodies involved (thus obviating duplication and encouraging even higher quality speakers resulting from increased attendance at events).
12. To take on such other responsibilities as the president may require and as commensurate with the arrangements agreed by the local institute's council.
13. To understand how and why the Regional Council / Forum operates and to become involved or provide support to that Council as determined by the local council.