

## **Chartered Insurance Institute – Regional Council Representative**

Since the 2007 changes to corporate governance at the CII the Board has taken on the management and fiduciary functions of the organisation and the Representative Council (RC) acts just as that – it is a guiding and opinion forming council formed of representatives.

### **Members**

- The President, Deputy President and Immediate Past President (3)
- Vice Presidents (5)
- Treasurer (if appointed)
- Faculty Chairmen (5) and Societies Chairmen (2)
- Past Presidents (3)
- Committee Chairmen (3)
- Lay Members (2)
- Local Institute Regionally Elected Members (24)
- Student, CertCII, DipCII, ACII and FCII Representatives (5)
- Overseas Representatives (2)
- Co-Opted (1)

### **Regionally Elected Members**

There are four regionally elected members of the RC who sit on the Board (LI Representatives). You decide whether you wish your name to go forward for election shortly after your election onto RC – you are then elected to the Board by your peers – i.e. other RC members decided who out of the LI members should sit on the Board. This appointment, and the RC appointment, is for up to two terms of three years and the roles have to be held together.

### **Meetings**

Meetings are usually held three times per year – July, December and March. Your term of office is normally three years and this takes effect from the close of the CII AGM held in July when you are elected. There are no formal alternates – if you cannot attend you need to nominate a representative for your region. Business dress is normal.

You can claim travel expenses for attending the meeting and expenses forms are provided when you sign in for the meeting. Seating is in an informal horse shoe shape to encourage participation. If you wish to speak simply raise your hand!

A Council pre-meet of Regionally Elected Members is normally held in the morning prior to the RC meeting. The purpose of the Council Pre-Meet is a forum to discuss issues and for updating Representatives on topics that are relevant to LIs. In general you will be invited to attend the Network Conference held in July.

### **Papers**

A full pack of papers will be sent by email and post (if you indicate you wish for the latter) up to one/two weeks in advance. The agenda is composed of standing items, discussion items, current issues and other business. All members can raise items of AOB subject to the permission of the President who will normally chair the meeting. Meetings vary in length – up to 2 hours is normal and tend to start at 14.00 having been preceded by a sandwich lunch.

## **Your role**

You are elected to represent the local institutes in your region who have elected you. You need to communicate with them and they with you (in other words – a two way communication is essential). You should meet them regularly to understand what their issues are (although it is likely you will be a council member at one of the local institutes in your region so you will no doubt be very much in touch with what is going on).

When I was a Regionally Elected Member (2010 to 2013) I held regional meetings three times a year in advance of the RC Meeting - the agenda and supporting papers having been issued to the LI president and deputy president in advance. They can then circulate the pack to their council members (bear in mind the CEO's report may only be distributed in the amended redacted format that is sent to you that ensures commercially sensitive materials are not available for wider consumption). That way they know what is going on and you can take their soundings. You represent them but as RC is not a formal voting body you can also have your own opinion – i.e. you should not be mandated to be awkward!

You should aim to visit each of the LIs in your region at least once a year in addition to attending their AGM when you should be prepared to make a short report as the RC Elected Member.

The minutes of the RC are not produced or designed for the purposes of dissemination to members in the regions. Members of council should always take their own notes. Minutes are no more than a formal record of proceedings which are not signed off as agreed until the next meeting itself.

The procedure we have agreed with RC is that after the meeting (the target of delivering these are within 14 days of the meeting) an email will be circulated with an Action List which includes all the presentation slides and handouts and includes the CEO's redacted report for the express purpose of briefing members in the regions.

## **Interface with the CII**

You are engaged at the centre of our chartered body which has been in existence since 1897 and I always found this a very important role to discharge. As Vice President for our network of LIs I consider that regionally elected members perform an important function in informing their LIs as to what is happening and bringing key information back to the CII to assist us in this key role. The CII and all LIs should be seen as one body (with, of course, quite separate identities) – one does not exist without the other!

A handwritten signature in black ink, appearing to read 'Grant Scott', is written over a light blue horizontal line.

**Grant Scott ACII**  
**Vice President – Local Institutes**

January 2015