**ROLE DESCRIPTION  
VICE-PRESIDENTS**

The vast majority of local institutes accord the title of vice-president to those who have just stepped down from the presidency.

This title is then normally retained until the holder voluntarily relinquishes it or passes away. In some institutes this means that there can be more than fifteen vice-presidents.

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 vice-president 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:

* To support the president and local institute council to meet set annual objectives.
* To encourage recruitment of new members.
* 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 objectives of the CII and local institute whenever possible.

**Additional notes**

1. The Model Constitution for Local Institutes does state that there may be any number of vice-presidents. The relevant section is re-produced below.

***Vice-presidents***

*There may be any number of vice-presidents. The vice-presidents shall consist of the following:*

* 1. *the three members who have last held the office of president of the institute provided that at the date of the Annual General Meeting at which they are to be elected they are in active business life; such Members of The Chartered Insurance Institute whose service to The Chartered Insurance Institute or the institute or whose position or reputation in insurance warrants special consideration and who shall on the nomination of the council be elected at the Annual General Meeting.*
  2. *The vice-presidents shall retire annually, but, subject to nomination as aforesaid, shall be eligible for re-election except that the council may nominate to an Annual General Meeting for election as an honorary vice-president for life any member of The Chartered Insurance Institute who, in the opinion of the council, has given exemplary service to that Institute on a local or national basis, either over a period of time or in recognition of an outstanding contribution made to that Institute's affairs by such a Member.*

1. There seems to be a common misconception that, upon standing down as president, a person should step away from the rigours of being an officer.
2. Consequently many local institutes have lost the expertise that has been gained by those who have held the most senior post and the role of vice-president has, in some instances, diminished to the extent that holders are vice-presidents in name only and do not contribute to the activities of the local institute. This should never be the case. Indeed, the Model Constitution, which has been adopted by virtually all local institutes, states that:

***The council***

*The council shall consist of the following:*

* *the president and deputy president;*
* ***up to four vice-presidents*** *chosen as follows:*

*From among their number, the vice-presidents shall annually elect up to four to be ex-officio members of the council, of whom at least two shall, where possible, be members who have held the office of president.*

Therefore, vice-presidents should continue to serve the local institute as long as they retain the title and especially if they are still in active business life.

1. The immediate past president, who is normally elected as a vice-president at the AGM when the presidential badge of office is passed to the successor, should take on a membership development role. This is because the experience gained and contacts made during the time various officer roles were held up to and including the presidency should have provided the immediate past president with a unique knowledge of the market, the employers, the main players and of the general employment trends within the institute’s area.
2. Other vice-presidents should be given specific jobs working with the elected officers to achieve results in accordance with the local institute’s objectives for the year as determined by the council. These jobs can cover various tasks such as helping to develop the programme of events for the forthcoming year, assisting with the organisation of the examinations, promoting the local institute to local employers, communicating with local Members of Parliament and civic dignitaries, providing a mentoring service, and, given that the vice-presidents have usually served in other roles before ascending to the presidency, they should be consulted on matters of importance so that their wealth of experience and knowledge can be used for the benefit of the institute. However, they must always remember that they are providing advice and guidance – not necessarily making the final decision, unless they are also members of the council which is required to make a decision.
3. Every institute has the right to acknowledge the work done on its behalf or on behalf of the CII by specific individuals. As can be seen from the extract set out below:

“*the council may nominate to an Annual General Meeting for election as an* ***honorary vice-president*** *for life any member of The Chartered Insurance Institute who, in the opinion of the council, has given exemplary service to that Institute on a local or national basis, either over a period of time or in recognition of an outstanding contribution made to that Institute's affairs by such a member”*

Some institutes regularly make use of this facility; others restrict its use. All institutes should, however, regularly review the service provided by its members and by other Members of the CII to see if an award is warranted.

Unless members of the local institute that has made the award, vice presidents for life have no voting rights at the awarding institute but can offer advice if requested to do so.