

## CIPFA Council member – role profile

### Key responsibilities of Council members

In order that Council can fulfil its collective Terms of Reference, individual Council members, *inter alia*:

- participate in debates which will set the Institute's strategic framework and direction
- participate in the good governance of the Institute, including keeping under review the Charter, Bye-Laws and Regulations of the Institute
- maintain oversight of the Institute from the two key perspectives of a) the public interest and b) the CIPFA membership
- contribute by membership of at least one Board, Committee or Forum to that group's achievement of its part of the Institute's development strategy
- approve and adopt the Institute's annual Business Plan & Budget and the Annual Report & Accounts
- appoint Board/Committee chairs and vice-chairs who meet the Role Profile for those positions, approving Terms of Reference
- approve and adopt standards of professional practice and statements and codes of best practice
- elected Council members are also expected to actively engage with the membership primarily through their regional executive committee.
- comply with all of the requirements of the Institute's Code of Conduct

### Trustee responsibilities

CIPFA is constituted as a charity, therefore, all Council members are trustees of the Institute and must carry out six main duties:

- Ensure your charity is carrying out its purposes for the public benefit
- Manage your charity's resources responsibly
- Comply with your charity's governing document and the law
- Ensure your charity is accountable
- Act with reasonable care
- Act in your charity's best interests

### Personal attributes

An effective member of Council will demonstrate:

- strategic and creative vision
- independent and sound judgement on a consistent basis
- an ability to constructively hold the Institute's strategic and financial direction to account
- good interpersonal, communication and networking skills
- an ability to develop and maintain good working relationships with others, working easily, effectively and collaboratively with colleagues

- personal authority and credibility, and the stature to command respect and trust of others, in acting as an ambassador of the Institute
- intellectual capacity and rigour
- a clear commitment to upholding the values, strategies and decisions of the Institute and to serving the public interest ahead of any self-interest
- adaptability, flexibility and self-motivation
- an interest in the concerns of the membership
- a commitment to the seven Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

### **Time commitment**

Being a member of Council involves a significant time commitment. Council members will need to attend –

- Council meetings – 4 times a year; Council meetings are a mix of virtual and face to face meetings and typically 3 hours duration
- Sub-Committee meetings – approx. 4 times a year
- CIPFA organised events – such as the AGM, Annual conference
- And being engaged with the regions