

ROLE STATEMENT – CIPFA SOUTH EAST REGIONAL PRESIDENT

Primary role

The CIPFA South East (CSE) Regional President acts as the head and representative of the CSE council, providing direction and focus to the Regional Council for the benefit of regional members and students.

Main duties & responsibilities	
1	Act as the head and representative of the CSE Regional Council and Chair for Council meetings.
2	<p>Provide direction and focus to the Regional Council for the benefit of the members and students by:</p> <ul style="list-style-type: none">• Agreeing the medium term strategy for the Region in conjunction with the Institute's strategic objectives• Ensuring the strategic objectives of the Regional Council are clearly communicated in the Development Plan• Reviewing and updating Regional Council policy when appropriate• Initiating and implementing new ideas to ensure the Regional Council is supporting members and students in the most up to date way• Convening core group meetings as required
3	<p>Ensure the effective management of Regional Council meetings including:</p> <ul style="list-style-type: none">• Influencing the Agenda *• Agree arrangements for dates and venue for meetings *• Arranging core group meetings *• Ensuring officers responsible for agenda items produce any relevant papers *• Chairing quarterly meetings• Clearing minutes• Keeping the Vice President and other Officers informed <p>* In co-operation with the Regional Secretary</p>
4	<p>Oversee the preparation and timely submission of Regional Council reports to the Institute:</p> <ul style="list-style-type: none">• Development Plan• Annual Report – with specific Lead responsibility for its production• Financial Statements• Regional Awards Submissions

5	Attend meetings with CSE sub-groups, other accountancy bodies, other partner organisations and other external relevant organisations as necessary on behalf of the Region.
6	To invite, via the Regional Secretary, representatives of South East based accountancy bodies, regional award winners and new Institute members to the CSE Annual Dinner.
7	Take delegated decisions and agree new or one-off items of expenditure subject to Council ratification at the next available Council meeting.
8	Actively seek new volunteers to contribute to council and regional activities and arrange for vacancies/co-options on the Regional Council to be filled. Encourage all Regional Council members to seek volunteers on a continued basis.
9	To determine the theme for the year to follow for the Regional Council and to unite this theme with the Development Plan and the AGM and to reflect on its progress in the Annual Report.
10	To host the President's Reception at the Annual Dinner and pre-National Conference event, if held within the South East.
9	In addition to specific President hosting responsibilities, generally support the Region and contribute to and engage in regional council activities.