



Council member role description

Mission

Council members play a vital role in steering and overseeing the CIEP's strategy, ensuring effective governance, managing risk and upholding the Institute's values.

Requirements

Nominees should have a mindset that is:

- strategic – able to think ahead and focus on the big picture
- business-aware – aware of how business decisions are made
- flexible and open to collaboration.

Nominees must not have any previously upheld complaints against them (via any of the Membership Codes or previous conduct policies), nor be part of any ongoing disciplinary investigation into their conduct.

Responsibilities	Outcomes
Participate in and contribute to strategic planning activities, specifically defining and developing	<ul style="list-style-type: none">• Clear and compelling direction of travel for the Institute in line with the Charter Objects.• Shared vision for the Institute that inspires confidence and purpose.

direction, setting and achieving objectives, and shaping policy development.	<ul style="list-style-type: none"> • Evidence-based decision making, grounded in robust analysis and strategic foresight. • Active recognition of the current and future challenges, external threats and opportunities facing the profession. • Well-defined policies and procedures.
Promote high standards in managing the Institute's finances, and ensuring value for money.	<ul style="list-style-type: none"> • Well-managed finances. • Regular financial scrutiny and informed understanding of the Institute's finances. • Agreed annual budget and effective allocation of resources. • Strong financial foundations ensuring long-term sustainability.
Contribute to identifying and managing financial, operational and reputational risks.	<ul style="list-style-type: none"> • Proactive assessment, ownership and management of risk. • Well-defined approach to risk that seeks to prioritise prevention over response. • Reputation, resources and long-term sustainability are protected.
Support the CEO by delegating appropriate authority.	<ul style="list-style-type: none"> • A healthy balance between strategic oversight and operational execution, empowering the CEO and office team to act decisively and efficiently within their remits. • Culture of trust, accountability and responsiveness.

Ensure compliance with codes of conduct and other regulatory frameworks.	<ul style="list-style-type: none"> • Respect for and adherence to the Charter, Membership Codes, Regulations and Bylaws. • Safeguarding chartered status.
Champion equality, diversity and inclusion in all Institute activities.	<ul style="list-style-type: none"> • Council positively values difference and challenges unconscious bias. • A respectful, accessible and inclusive environment where all members feel valued and respected. • Barriers to participation are reduced and engagement is broadened.
Provide leadership, direction and support for members, Council colleagues and staff.	<ul style="list-style-type: none"> • Culture of collective responsibility, trust and shared purpose. • Engaged and motivated members. • Members' confidence in the Council. • Staff feel they are trusted, respected, empowered and supported.
Commit to a healthy, honest, informed and collaborative environment.	<ul style="list-style-type: none"> • Cooperative practices that strengthen internal relationships and support effective teamwork. • Collective engagement and trust, driving the Institute's growth and relevance in a dynamic landscape.
Monitor performance and ensure strategic plans stay on track.	<ul style="list-style-type: none"> • CEO and external financial adviser held accountable while Council members retain strategic authority. • Resources used wisely and timely adjustments of plans to protect long-term goals.

	<ul style="list-style-type: none"> • Projects are managed according to best practice.
Support streamlined and effective member communications.	<ul style="list-style-type: none"> • Members are kept informed and feel engaged. • Cohesive and responsive communications.
Welcome questions and feedback.	<ul style="list-style-type: none"> • Institute champions a learning culture. • Strengthened accountability and transparency of Council members. • Members feel listened to and that their contributions are valued.
Participate in panels for Professional Practice Code complaints.	<ul style="list-style-type: none"> • Council upholds professional standards. • Trust in, and respect for, professional development and integrity.