Construction Special Interest Group Terms of Reference

1   Purpose of CQI Construction Special Interest Group (ConSIG)

1.1   Purpose

A SIG is a CQI member-led group focused on a certain sphere of activity. It exists to support the CQI and its members by creating content for professional development and to provide opportunities for members to network and share best practice.

The Chartered Quality Institute Construction Special Interest Group (ConSIG) has been established as a representative group for quality professionals within the construction industry.

The vision of ConSIG is to create a world in which construction related organisations of all types and sizes thrive by providing outstanding value for customers, stakeholders and society

The purpose of the ConSIG is to ensure society has the confidence that the construction sector delivers quality.

1.2   Objectives

The objectives of the ConSIG are:
a) To promote quality and the profession in SIG's sphere of activity.
b) To provide, a minimum of quarterly professional development opportunities for SIG members by providing content in the form of events, articles or online materials.
c) To be a source of information for SIG members by creating a minimum of quarterly updates about information relevant to the SIG members.
d) To promote CQI & IRCA membership to non-members.
e) To provide insights to inform the development of CQI strategy and activities via the CQI Executive in quarterly and annual reports. (see section 2.41 for further information)

2   Governance of the SIG

The SIG is integrated into the CQI governance structure as detailed in the 'Framework for the Governance of CQI SIGs'.

2.1   The SIG Steering Committee

The ConSIG is led by a committee that has the following responsibilities:

a) To meet the objectives of the SIG as listed in 1.2

b) To report to the CQI executive through the respective Chair

c) To operate in accordance with CQI policies and procedures

d) To ensure alignment with the CQI strategy and activities and to support the CQI with activities relevant to the sphere of activity of the SIG

e) To review the SIG's overall strategy and establish plans and success criteria for the year ahead

f) To establish and govern the activities of working groups

g) To maintain compliance with CQI data protection processes

h) To update the Professional Networks Team of any changes to officers or members of the steering committee.

i) Organise and deliver a programme of events to promote professional development and to provide networking opportunities for members.

j) Deliver the ConSIG Communications Plan to promote the vision and purpose of the ConSIG.

k) Keep members informed through social media.

l) Identify and establish task-oriented working groups.

m) Ensure that articles published in the name of CQI ConSIG do not conflict with both CQI or ConSIG policies and objectives.

n) Provide necessary inputs to the ConSIG Chair for them to be able to complete necessary CQI reports.

2.2   **SIG Committee Composition**

a) The SIG is led by a committee of volunteers.

b) The SIG committee is led by three Officers: Chair, Vice Chair and Secretary. All SIG Officers must be CQI|IRCA members. Officers are officially elected at the SIG's AGM, where there must be a quorum of 5 voting members (CQI|IRCA Members), through simple majority voting of those voting members attending.

c) Where more than one nomination is received for a vacant Officer post, applicants will be invited to make a short verbal presentation of no more than two minutes after which a simple one-Member, one-vote process will be held. The SIG committee may include additional Ordinary Member committee positions as required. All Ordinary Committee Member nominations will be ratified by support of a simple majority of those present.

d) Committee members may be allocated specific responsibilities not required of the SIG Officers, for example: subject experts, company liaisons, Next Generation Network (NGN) representative.

e) All SIG committee members (whether members of the CQI or not) must abide by the CQI's Professional Code of Conduct and the Volunteer Agreement.

f) The SIG committee may include additional officer positions such as Treasurer, Communications Manager, Events Coordinator, and Working Group Chairs, where appropriate."

g) Membership of the ConSIG Steering Committee shall, as far as possible, be representative of the key disciplines engaged in the construction industry.

Notes:

a. Subsequent to the AGM, the Committee may co-opt additional Members to build capacity and/or secure additional skills providing that the number does not exceed those selected through the election process described. These posts will not exceed 12 months in duration and those appointed shall seek election formally at the next AGM.

b. Should an Officer post become vacant after the AGM, or not have been filled at the time, the Committee may make interim appointments until the date of the next AGM at which the defined process shall be followed.

2.3 Tenure of SIG committee members

a) SIG Officers and committee members are elected for a term of up to three years.

b) No Officer can hold the same position for more than two consecutive terms, unless specific approval is secured from the Governance and Risk Committee.

c) SIG Officers should aim to provide at least two months' notice of their intention to stand-down in order to allow the SIG Committee to plan ahead and find a replacement.

2.3.1 SIG committee meetings

a) SIG committees should hold committee meetings as often as they feel is necessary for the effective operation of the SIG. Meetings can be informal but notes and/or summaries of actions shall be recorded.

b) SIG officers and committee members can attend meetings in person, online or over the phone.

c) SIG officers and committee members who consistently fail to attend SIG committee meetings, either in person or online, without good reason or are continually not contributing to the SIGs activities, shall be asked to stand down by the SIG Chair.

d) Membership of the Steering Committee and key positions shall be reviewed continually. Consideration shall be given to:

    a. The attendance record at and the contribution to Steering Committee meetings during the previous three-year period.

    b. Changes in the member's circumstances which may affect their ability to represent the interest for which they were appointed.

e) Resignations from the Steering Committee or positions of office shall be recorded.

2.4 Activities

2.4.1 SIG Reports

a) The SIG committee will provide quarterly reports to the CQI Executive using a template provided by the Professional Networks Team. The report will record progress against the SIG's objectives and planned activities.

b) In Quarter 1 the SIG steering committees will produce an annual report, using a template provided by the Professional Networks Team to report progress on the previous years' objectives and provide the objectives and activities for the current year.

c) In Quarter 3 each year, the SIG will provide an outline of activities for the next year to the Professional Networks Team to assist with the CQI's business planning.

2.4.2 Annual General Meetings

CQI SIGs shall hold an annual general meeting or review (AGM) once a year, in the first quarter of the year. The purpose of the AGM is to review the past year's activity, plan the next, and to re-elect SIG Officers. Minutes shall be recorded, stored and sent to the Professional Networks Team.

3 Changes to this document

 Governance and Risk Committee will review SIG committee terms of reference for suitability at intervals not greater than three years. All changes to this document must be approved by the Governance and Risk Committee in consultation with SIG steering committees.

4 Expenses

The CQI will reimburse members of the SIG for reasonable expenses incurred wholly and necessarily in carrying out the work of the SIG, within the provisions of the CQI Volunteer Expenses Policy.

5 Working Groups

The SIG may establish working groups for specific purposes to help achieve certain objectives of the SIG. These can be ongoing or set up for a specific amount of time to achieve their goal.

Working Group Governance:

a) Working Group Leader/Chair to be approved by SIG Committee.

b) Working groups shall be formally identified in writing by the SIG committee (minutes of meetings, letter of appointment or similar) identifying the working group objectives, scope and appointment of a working group Leader/Chair.

c) Other SIG members can be co-opted onto the group to provide specific skills or knowledge. Any member of a working group will be registered as a CQI volunteer and must adhere to all relevant policies and procedures.

d) The Leader/Chair should provide progress reports at each Committee meeting and seek approval for new activities if out of the scope of the group. All activities should be in line with the defined objectives of the working group and the overarching SIG.

e) All Working Groups shall be represented on the ConSIG Steering Committee. This will either be through sponsorship by a Steering Committee member or the Working Group Chair being invited onto the ConSIG Steering Committee."

f) Creation of Working Groups shall be formally agreed by the ConSIG Steering Committee and constituted in writing by completing the Terms of Reference Template.

g) Working Group Chairs must be identified and accepted by the Steering Committee.

h) Working Groups must establish specific objectives, strategy, and intended outputs for acceptance by the Steering Committee, including stage gate reviews for approval by appropriate parties.

i) Non-CQI members engaged in Working Group activities shall agree to be bound by the CQI Code of Conduct. This agreement must be recorded in writing.

Appendix A – SIG Measures

Activity	KPI	Measure	Owner	Target	Frequency
Governance of the SIG network	SIG Chairs Representation	Audit of SIG representative attendance	PNET Manager	100%	Annually
	Volunteers	Number of SIGs with 3 officer posts filled and total no. committee members	PNET Manager	100%	Quarterly
		SIGs having held an AGM within the past 12 months	PNET Manager	100%	Annually
	SIG Activity	Number of SIG Events	PNET Manager	N/A	Quarterly
		Number of committee meetings	PNET Manager	In correlation to no. of events	Quarterly
		SIG membership	PNET Manager	N/A	Quarterly
		Does the SIG have a strategy in place which states the aims and plans of the SIG	SIG Chairs Network	100%	Annually
		Number of event attendees per SIG event	PNET Manager	N/A	Quarterly
		Member engagement with SIGs	PNET Manager	N/A	Annually
		Number of working groups (if applicable)	SIG Chairs Network	N/A	Quarterly
	Reporting	Reports received from SIGs – a RAG status against objectives.	PNET Manager	3 quarterly and 1 annual	Quarterly