

## Branch Chair – Role Description

The Branch Chair is responsible for the good governance of the branch. It is the role of the Chair to empower and support the rest of the committee to achieve the branches purpose and objectives.

### Purpose of Role:

- Attend and Chair branch committee meetings and AGMs (or delegate to a suitable committee member when necessary).
- Ensure the branch committee operates successfully as a team and ensuring all roles & responsibilities are being shared across the committee.
- Lead planning of a programme of branch events which includes finding suitable speakers to present at the events.
- Inform the branch committee and membership of the CQI's objectives and activities
- Ensure that the branch operates according to the CQI's financial policies and procedures.
- Represent branch at Regional Steering Committee or nominate someone else.
- Ensure the branch delivers events for local members as per Branch Terms of Reference.
- Ensure any actions for officers or members of their branch arising from committee or regional meetings are successfully completed.
- Induct new committee members and ensure that there is a succession plan for the committee.
- Address and support the resolution of any problems within the committee, in line with the Volunteer Problem Solving Process.

**Term of office:** 3 years with a minimum of one year service and no more than 2 consecutive, 3 year terms.

### Key Skills and Experience Required

- Excellent Leadership skills
- Excellent interpersonal skills with the ability to build to strong professional relationships
- Excellent verbal communication skills
- Be able to work as part of a team
- Be an advocate for the CQI
- Must be a member of CQI/IRCA

### Time Commitment

- Ability to attend 4 branch events per year
- Attending, in person or online, at branch committee meetings to plan these events. The frequency of the meetings can be decided by the committee.
- Attending Regional Steering committee meetings unless an alternative person is nominated from the committee.
- A few hours around events and meetings to plan and carry out any follow up actions.
- Some time each quarter may be spent contacting speakers for events.

## **Training and Support**

- GDPR Awareness Training is offered to all of CQI's volunteers
- You will be supported by your fellow committee members and the regional steering committee.
- The CQI's Professional Networks team offer support to all volunteers

## **The benefits of volunteering at the CQI:**

- Meet like-minded people
- Gain valuable CPD opportunities
- Can help your career development
- Engage with local organisations

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