

CQI REGIONAL STEERING COMMITTEE - TERMS OF REFERENCE

1 Regional Steering Committees

Regions are a geographical grouping of branches.

Each region is overseen by a Regional Steering Committee (RSC) which reports to the Membership Council (MC).

Where there is a single branch in a region (e.g. Northern Ireland), the Branch Committee is the de facto RSC.

2 Purpose of Regional Steering Committees

Regional Steering Committees exist to:

- a. Provide leadership and co-ordination within the region.
- b. Provide an interface between the Branch and Membership Council to ensure the good governance and operation of the CQI branch network.
- c. Ensure activities of the Region and Branches activities align with CQI strategy, policy and plans.
- d. Mentor and monitor branches within a region to support and advance the professional development of CQI members.
- e. Support branch committees in the operation and administration of branches, the succession planning for branch committees and with any problem solving issues.
- f. Share best practice, including information about speakers or particular topics of interest.
- g. Manage and report the performance of branches.
- h. Share information about region and branch activities and best practice through requested reports.
- i. Support the CQI in coordinating volunteers for activities.
- j. Ensure that any personal data that is processed during branch and regional activities is done so in line with current Data Protection Laws

3 Constitution of Regional Steering Committees

Regional Steering Committees shall consist of the Chair of each branch in the Region (or nominee). Each Regional Steering Committees shall elect a Regional Chair and a Regional Vice Chair.

Additional branch committee members may be co-opted to Regional Steering Committee where their competence in particular subjects will aid the effective operation of the Region.

3.1 Regional Steering Committee Chair – role and responsibilities

The Chair of each Regional Steering Committees shall:

- a. Ensure the effective operation and administration of branches in the region, in accordance with the CQI Branches Terms of Reference.
- b. Represent the region, on the Membership Council escalating feedback emanating from the branches.
- c. Communicate outcomes of Membership Council meetings to branches.
- d. Share information about branch activities and best practice with the Membership Council and CQI Professional Networks team through annual reports and attendance at the Membership Council Meetings.
- e. Liaise with the Membership Council to support and promote the interests of the CQI members.

3.2 Regional Steering Committee Vice Chair

The Vice Chair of each Regional Steering Committees shall:

- a) Support the RSC Chair to ensure the effective operation and administration of the branches in the region.
- b) Stand in for the Chair when they are not available.

3.3 Secretary

The Secretary of each Regional Steering Committees shall:

- a) Support the RSC Chair to ensure the effective operation and administration of the branches in the region.
- b) Liaise with committee members to organise RSC meetings.

4 Regional Steering Committee activities

4.1 Regional Steering Committee meetings

Regional Steering Committees meetings should be held at least twice a year (preferably four times a year). Meetings shall cover:

- a. Actions or matters arising from previous meetings.
- b. Feedback from the Membership Council.
- c. Review the performance of branches in the region.
- d. Review the volunteer resource.
- e. Share experiences and feedback from branches with regards to sharing information (on speakers or topics), ideas for branch activities and good practice.

Notes and/or summaries of actions shall be recorded.

A quorum shall be representation from a majority of the active branches and the Regional Chair or Vice Chair, if deputising.

4.2 Regional Reports

Regional Steering Committees shall encourage branches to submit event reports after each event to the Professional Networks Team.

With the data collected from branches, the Professional Networks Team will produce quarterly and annual regional reports that are presented to the Membership Council. The quarterly and annual reports will evaluate performance against key indicators (KPIs) to be agreed by the CQI and MC. These KPIs will form an appendix to the CQI Branch Terms of Reference.

The Regional representative on the Membership Council shall share this report with their regional committee. The Professional Networks team will send each region a report at the end of the year with the KPI data collected.

5 Changes

The Membership Council will review Regional Steering Committee terms of reference for suitability at intervals not greater than three years.

6 Expenses

The CQI will reimburse members of Regional Steering Committees for reasonable expenses incurred wholly and necessarily in carry out the work of the region, within the provisions of the CQI Volunteer Expenses Policy.