

## **CQI REGIONAL OPERATIONS PANEL - TERMS OF REFERENCE**

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### **1 Regional Operations Panel**

The Regional Operations Panel is responsible for the good governance of the CQI branch network.

### **2 Purpose of CQI Regional Operations Panel**

The Regional Operations Panel exists to:

- a. Support and promote the strategic objectives of the CQI
- b. Ensure that the branch network is delivering against its purpose, and supporting those regions and branches which fail to do so
- c. Provide an interface between the CQI Executive and the geographic network of members
- d. Provide a mechanism for members to challenge and influence CQI strategy and annual objectives, to contribute to the success of the CQI and CQI priorities, opportunities, risks and threats
- e. Harness the competence and commitment of volunteer members of the regional and branch committees and provide them with support, direction, and opportunities to continue their professional development
- f. Provide intelligence to the Executive on relevant local issues and opportunities

### **3 Accountability**

The Regional Operations Panel is accountable to the CQI Executive.

### **4 Constitution of the ROP**

The Regional Operations Panel constitutes the Chair of each Regional Steering Committee and the CQI Professional Networks Manager.

The Chair of the Regional Operations Panel shall be a voting Member of the CQI nominated by the CQI Executive from the membership of the Regional Operations Panel. The Chair is not required to represent a region, so a new representative may be elected from the Regional Steering Committee where the existing representative becomes chair.

In instances where a region is not represented on the ROP, or in order to ensure the effective operation of the ROP, the CQI may, with the approval of the ROP Chair, co-opt additional CQI members to the ROP.

The CQI Executive may request that the Regional Steering Committee appoint a new representative should the existing representative not make effective contributions to the work of the Regional Operations Panel or breach the CQI Code of Professional Conduct.

## **5 Tenure of members**

Representatives should have a term not exceeding two consecutive three year terms.

The tenure of Chair is fixed at three years and can stand for re-election for a second term only.

The Region may seek approval from the ROP to extend their representative's term.

## **6 Activities**

- a. Meetings will be scheduled quarterly as required by the CQI Executive or as directed by the Chair.
- b. A quorum shall be the Regional Operations Panel Chair, the CQI Professional Networks Manager and five regional representatives.
- c. The CQI Executive will provide secretarial support for minutes and document distribution.
- d. Meeting agendas will be determined by the Chair in consultation with the CQI Executive.
- e. Relevant papers will be distributed with an agenda in advance of meeting which will take place on agreed dates.
- f. The ROP shall review the performance of the network at least once per year.
- g. Members are required to commit to progressing the business at hand. This involves attending meetings and following up on such actions as are agreed.
- h. All information forming part of the proceedings of the ROP shall be considered as not confidential unless the CQI Executive expressly indicates otherwise.

## **7 Code of conduct**

All volunteers are required to abide by the CQI Professional Code of Conduct.



## **8 Expenses**

The CQI will reimburse Members for reasonable expenses incurred wholly and necessarily in carrying out the work of the ROP.

## **9 Changes**

The Regional Operations Panel will review its terms of reference for suitability at intervals not greater than three years.