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## CQI Advisory Council Chair: Role Description

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This Role Description should be read in conjunction with the:

- CQI Royal Charter
- CQI Advisory Council – Terms of Reference
- CQI Advisory Council Member – Role Description
- CQI Advisory Council Member – Code of Conduct

### 1 Main tasks

- To lead the Council in ensuring that it fulfils its responsibilities.
- To support the CEO and Trustees in promoting the CQI and representing the organisation effectively to external stakeholders.
- To support the Board of Trustees when requested so to do.

### 2 In more detail

#### 2.1 Council

- To ensure that the Council regularly reviews its structure, role, relationship to the Board and implements agreed changes as necessary.
- To define and keep under review selection and performance criteria for Council members.
- To ensure that all Council members receive appropriate advice, training and information relating to their role.
- In consultation with the Nominating Committee to identify potential Council members with specific/relevant expertise for co-option.
- To support Council members in reviewing their and the Council's performance.
- To attend meetings of the Board of Trustees, to facilitate coordination with Council and to support review of Trustee performance when considering appointments.

#### 2.2 Meetings

- With the executive representative, to develop appropriate and relevant agendas for meetings, ensuring all matters requiring Council attention are discussed.
- To chair meetings of the Council, ensuring that it functions effectively and carries out its duties.
- To monitor the implementation of any decisions taken at meetings.
- To ensure that, where necessary, votes of the Council are conducted properly and that decisions are formally minuted and, if necessary, followed up at subsequent meetings.

**2.3 Promotion of the organisation**

- To promote the CQI to a wide audience of stakeholders.
- To represent the CQI to external audiences and, as appropriate, in conjunction with the Chair of the Board of Trustees or CEO.

**End**