

---

## CQI Advisory Council Member: Role Description

---

This Role Description should be read in conjunction with the:

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

### 1 Role purpose

To further the CQI's vision and mission, through the creation of ideas to position the Institute to provide maximum value to stakeholders in the medium and long term.

### 2 Main tasks

With other Council members:

- To participate in the creation of ideas that will position the Institute to provide maximum value to stakeholders in the medium and long term.
- To elect members of the Board of Trustees and hold the Board to account.
- As required to remove members of the Board of Trustees.
- To fulfil the Council duties set out in the Council's terms of reference.

### 3 Main duties

#### 3.1 Support members of the Board in providing strategic leadership

- Consider the CQI as a whole and its beneficiaries, whether as a member of the Council or any of its committees, sub-committees, groups, etc.
- Reflect the CQI's vision and principles, strategy and major policies at all times.
- Contribute specific skills, interests and contacts and support the CQI in promotion and profile-raising activities.
- Maintain constructive relationships with members of the Board.

#### 3.2 Ensuring policies and practices are in keeping with aims

- Follow the Code of Conduct at all times, particularly when exercising the functions of the Council members.
- Attend meetings of the Council.

**3.3 Ensuring best practice**

- Be an active member of the Council in exercising its responsibilities and functions.
- Maintain constructive relationships with members of the Council.
- Take part in training and development sessions provided for the benefit of the Council members.
- Fulfil such other duties and assignments as may be required from time to time by the Council.
- To use specific skills, knowledge or experience to help the Council reach sound decisions. This may involve scrutinising Council papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives to improve the performance of the CQI.

**End**