

CQI REGIONAL OPERATIONS PANEL - TERMS OF REFERENCE

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.