

This Role Description should be read in conjunction with the:

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

## **1 Main tasks**

With other Membership Council (MC) members support activities in the achievement of MC purpose to –

- Represent CQI members.
- Further the CQI's strategy, policy and plans through engagement, involvement and action of MC activities.
- Manage appointment and removal of CQI Board of Trustees in line with the Royal Charter and Bye -laws
- Ensure good governance and operation of the CQI region and branch networks.
- Hear appeals related to breaches of conduct.
- Advise the Board and / or the executive on matters relevant to membership.

## **2 Main duties**

### **2.1 Support members of the board in providing strategic leadership**

- Attend and contribute at MC meetings.
- Provide direction and support to the branch networks aligning MC, Region and Branch activities with CQI strategy, policy and plans.
- Share information about region and branch activities and best practice through requested reports and attendance at MC meetings.
- Maintain constructive relationships with members of the CQI executive and providing interface between the executive and its members.
- Take action on region / members comments / suggestions that influence/ improve the CQI strategy, policy and plans.
- To promote the CQI to a wide audience of stakeholders
- Commit to personal CPD and its encouragement of its use to CQI Members.

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## **2.2 Ensuring policies and practices are in keeping with aims**

- Follow the Code of Conduct at all times.

## **2.3 Ensuring best practice**

- Be an active member of the council, sharing best practice in areas of expertise
- Maintain constructive relationships with members of the MC.
- Fulfill such other duties and assignments as may be required from time to time by the MC.
- To use specific skills, knowledge or experience to help the MC reach sound decisions. This may involve scrutinising MC papers, leading discussions, focusing on key issues, or providing advice and guidance on new initiatives to improve the performance of the CQI.

**End**