

REGIONAL FORUM OFFICER

Purpose of the Role

The purpose of the role will be to act as a conduit between the relevant Regional Forum and Local Institute Council as defined in the responsibilities set out below.

Appointment process and term of office

Each Local Institute Council shall elect a Regional Forum Officer each year who will sit on the Regional Forum for a maximum of six years and who will not be eligible to serve again in this role.

Each Local Institute Council will devise and carry out a fair, transparent and inclusive election and reappointment process.

Responsibilities

1. To attend Regional Forum meetings
2. To share best practice from the Local Institute Council to the Regional Forum and vice versa
3. To raise matters of interest and concern from the Local Institute Council to the Regional Forum and vice versa
4. To attend and participate in discussions of the Regional Forum
5. To administer the election process for appointing Regional Representatives and to advise the CII of the outcome of the elections
6. To provide details of the election process for Regional Forum Officer used by the Local Institute to the Regional Forum if requested.

Main relationships

The Local Institute Council to which the Regional Forum Officer belongs

The Local Institute Regional Forum to which the Regional Forum Officer belongs

CII Regional Membership Team and Director of Partnerships and Member Engagement