



Role of Council Members (Elected and Co-opted) Policy Guidance Document

1. Introduction

Although the role of Council is defined in the Institute's Memorandum and Articles of Association, the role of Council members (other than those who have been nominated to look after a specific portfolio) is not. This formal document sets out the general role of Council members, how the Institute will appoint additional people to Council under co-option, and the Institute's expectations of those members.

This policy is enacted under the By-Laws of the Institute.

2. Full Council Members

The business of the Institute is managed by Council consisting of members elected at the Annual General Meeting (AGM). Council consists of the President, the Chairman and up to 12 members, all of whom must be current paid up members of the Institute in a corporate grade.

The full mixture of members and other representatives and how they are appointed are outlined in the Institute's Memorandum and Articles of Association. This formal document sets out the actual process by which members are appointed by election at each AGM.

Each year in August, the Business Support Manager (BSM) will ask for applications for election to Council from corporate members. Any member wanting to stand for election to Council will submit a short (one side of A4) paper setting out how they have supported the Institute whilst being a member. They will also provide a short (one side of A4) manifesto of what they will do and what they intend to achieve whilst serving on Council. Members will have four weeks to respond and send their completed papers to the BSM.

Any member wanting to stand for election to Council will already have a proven track record of supporting the Institute. This will include regular attendance at technical meetings and conferences, contributing to Daedalus, and if a fire risk assessor, being registered on TFRAR.

Also, if that member delivers training there will be an expectation that their courses will be accredited by the Institute and if they have a company, they will be an Affiliate member.

Once received the President and Chairman will review the papers and may contact the candidates individually to discuss their applications prior to the BSM circulating the final papers (with photograph of the candidate) to all members with the formal notification of the AGM.

Voting will take place at the AGM for both new candidates and continuing Council members. In the case of multi candidates, the BSM may call for proxy votes from members who are not able to attend the AGM.

3. Full Council Members Roles

The role of Council members, once elected, has never been clearly defined although the list below sets out in broad terms the role and expectations of Council members:

- a. Set and maintain vision, mission and values
- b. Develop strategy
- c. Establish and monitor policies
- d. Set up employment procedures (if required)
- e. Ensure compliance with governing document
- f. Ensure accountability
- g. Ensure compliance with the law
- h. Maintain proper fiscal oversight
- i. Select and support the Chairman and President in their respective roles
- j. Respect the role of staff
- k. Maintain effective Council performance
- l. Promote the Institute

When elected, Council members will be given a 'welcome pack' which contains brief information about how Council operates etc. Although the Institute recognises that Council members are volunteers, it is expected that those members who have been elected will take an active part in all Council activities as well as represent the Institute on various occasions throughout their term of election. This will include attending meetings, working on projects, working with Sub Groups etc. to time schedules and producing papers, documents and other items as requested.

It is a policy of the Institute that if a Council member (fully elected or co-opted) misses two consecutive Council meetings without due reason, they will be removed from Council.

The Institute, through its Council members, takes a highly active role in all aspects of fire safety and it expects its Council members to be an active and dynamic part of the organisation rather than just a committee attendee. It is the role of the BSM, President and the Chairman to continually assess the performance of Council members, to appraise them and discuss, if necessary, their continuance on Council.

4. Co-option of Members to Council

Council may, from time to time, co-opt such members as it thinks fit to serve as Council members for such period as Council decides in each case. Those persons will be current paid up members of the Institute in a corporate grade. It also provides an opportunity as a 'taster' for members who wish to serve on Council but are not sure if they are able to commit to the full rigours of Council activities.

A co-opted Council member's position is a temporary one and it is mainly used to determine if they are suited to the work schedules involved, have sufficient skills, experience and commitment and are able to work with other Council members on various projects and activities. Co-option also gives Council officers the chance to assess the co-opted member.

Normally, co-opted members of Council will serve for a period not exceeding 12 months. During that period, the co-opted member will be expected to work with their nominated Sub Groups, Council members and others and carry out various delegated tasks. The co-opted member will be continuously counselled and assessed by the President and Chairman whilst the co-opted member in turn, will be able to determine and reflect on whether the role of full Council member is for them.

The co-opted member can step down from their role at any time by informing the President or Chairman.

A co-opted member who has successfully completed up to 12 months on Council, by mutual agreement with the Chairman and President, and prior to the Annual General Meeting, may put themselves up for election as full Council members.

There will not be more than two Council members in office co-opted at any one time in line with the Memorandum and Articles of Association.

5. Casual Vacancies on Council

Council may appoint any person it considers suitable to fill a casual vacancy occurring in its membership. A person so appointed shall be treated as having been elected for all purposes of the Memorandum and Articles of Association except that they shall retire at the next Annual General Meeting at which time they may stand for election to Council.