



## **Vice Presidents of the Institution**

### **Role of the Vice Presidents**

The Memorandum and Articles of Association determine that Council may appoint up to three Vice Presidents of the Institute and these should be reported to the AGM of the Institute each year. The three Vice Presidents, in whom the responsibility of the strict adherence of the Articles and aims and objectives of the Institute is vested, will not be required to offer themselves for re-election but shall report their stewardship to each AGM if necessary.

Life Vice Presidents may be appointed at the Institute's AGM on the recommendation of Council and in recognition of outstanding service to the Institute.

All Vice Presidents shall be members of good standing in the Institute and hold the grade of Fellow.

In the event of dissolution of the Institute, the Vice Presidents shall be empowered to instigate the proceedings in Clause 7 of the Memorandum of the Institute.

The above points have been taken directly from the Articles of Association, Article 10. In addition to the above, the Vice Presidents and Life Vice Presidents shall:

- Attend Council and offer advice and guidance to Council but not take part directly in any decisions of Council.
- Ensure the good governance of the Institute by Council.
- Form an independent committee to hear any appeals against decisions made by Council or any lawfully constituted sub-committee of Council.
- Form an independent committee to hear any complaints regarding Council, which they decide should not be heard by Council itself.
- Be ready to assume the role of Acting or Temporary President should a current President resign or leave office for any reason during his or her period of office.
- To sit on any committees of the Institute as ex-officio members to offer advice, direction and information as and when required.

## **Directors of the Institute**

The policy of the Institute is that the three Vice Presidents, together with the Business Support Manager and the Honorary Treasurer will be appointed as Directors of the Institute (see Appointment of Directors policy document). The names of all Directors will be registered with Companies House and any changes will be passed to Companies House by the Business Support Manager. The Business Support Manager will ensure that any changes in Vice Presidents and Directors will be formally reported at the next AGM of the Institute.