

Election of Officers and Committee (2020/21)

Annual General Meeting – 27 May 2020

PERSONAL INFORMATION

1. I wish to be considered as a candidate for the 2020 / 2021 CIHT South West region committee elections:

NAME (PRINT):

SIGNATURE:

E-MAIL ADDRESS:

MEMBERSHIP NUMBER:

2. I wish to stand as a committee Member / Officer (delete as appropriate). If standing as Officer, please state which Office.

.....

SUPPORT OF CANDIDATURE

3. My candidature is supported by the four undersigned members (either Member or Fellow) of the CIHT:

“We, the undersigned, being fully paid-up members of the CIHT proposed the above candidate for nominations to the CIHT South West committee”

	<u>Name</u>	<u>Signature</u>	<u>Membership No.</u>
1)
2)
3)
4)

RETURN AND DATA PROTECTION

4. Please return this completed form to **Nik Bowyer**, Chair, CIHT SW region:
 @ nik.bowyer@aecom.com
 (Please note, postal entries are closed this year due to Covid-19 restrictions).

Your personal details will only be used to contact you if you are successfully elected to committee. Your name and e-mail address will be shared with committee members and CIHT for the purposes of committee related communications only.

By completing this form and ticking the box below you consent to your details being used for this purpose.

Officer roles and descriptions

Role	Description of activities / duties
Chair	<ul style="list-style-type: none"> • Chair regular Regional Committee meetings and other special interest groups as required • Encouraging the participation of all members in regional activity • Ensuring effective communication with neighbouring regions • Representing the region at local events and on external committees as appropriate • Leading a 12-month programme of technical and social events • Welcoming new members on board • Building relationships with stakeholders and corporate partners • Preparing a Regional Action Plan in conjunction with CIHT's Corporate Plan, aims and objectives
Vice-Chair	<ul style="list-style-type: none"> • Deputising for the Chair and shadowing (as appropriate) in preparation for year in office • Preparing a Regional Action Plan in conjunction with CIHT's strategic plan for delivery in their year of office • Identifying and allocating tasks to the Regional Committee in partnership with the Chair • Supporting the Chair in building relationships with neighbouring regions and stakeholders
Honorary Treasurer	<ul style="list-style-type: none"> • Responsibility for managing regional accounts, including an accurate account of all monies received and spent, Assets and Liabilities • Distributing a statement of Income and Expenditure as required • Providing Quarterly Returns for CIHT and coordinating an annual independent review of the regional account • Overseeing the financial management of regional events, including timely invoicing where required • Chasing debtors for any monies owed
Honorary Secretary	<ul style="list-style-type: none"> • Providing agendas and minutes for Committee Meetings and the AGM • Issuing notice of meetings • Dealing with regional correspondence as necessary • Providing a point of communication between the Chair, Regional Officers and Committee Members • Representing the region at functions and external committees as required • Responsibility for regional matters regarding Data • Protection and/ or nominating another Committee Member to lead on this

Role	Description of activities / duties
Events Coordinators	<ul style="list-style-type: none"> • Preparing a draft programme with the Chairman, Vice-Chairman, and Secretary • Assisting with co-ordinating committee meetings, Regional events and mailing arrangements to members • Liaising with other bodies to host joint meetings • Ensuring that meetings are entered on CIHT's website as soon as possible • Working with Programme / Events Coordinators in other Regions to develop cross regional events • Liaising with the CIHT Events Coordinator and neighbouring Regions to ensure that programmes do not clash. • Ensuring that money raised at Events is dealt with in line with the Regional accounting and Finance Guidance Notes
Communications Officer	<ul style="list-style-type: none"> • Working with CIHT's regional Engagement Officer on the regions webpages to facilitate increased engagement with members locally • Working with the Events Officer to ensure they have the details to be able to upload events onto the CIHT Events webpages • Promoting regional activity through social media • Liaising with BW regarding member mail outs by email to promote regional news and events
Recruitment Officer	<ul style="list-style-type: none"> • Developing and implementing a Region recruitment plan • Reporting to each committee meeting on current recruitment initiatives and the state of recruitment, under the agenda item 'recruitment and retention' • Liaising with Britannia Walk to maximise the success of the recruitment initiatives and obtain Region figures for newly elected members.
Emerging Professionals Chair	<ul style="list-style-type: none"> • Leading a 12-month programme of CPD and social events for the younger membership • Representing the interests of young professionals on the Regional Committee and external committees as appropriate • Encouraging the participation of young professionals in regional activity • Providing the first point of contact for new young professional members
Committee Member	<ul style="list-style-type: none"> • Participating in/ leading a local or special interest group • Contributing to the tasks necessary to deliver programmed activities • Working to raise the profile of the region and its activities • Assisting in the recruitment and retention of members • 'Hosting' potential/ new members and guests at regional events