

Appian Trading Board – Member Appointment

Introduction

Appian Trading is a Limited Company and the wholly owned trading subsidiary of the Chartered Institution of Highways & Transportation. It is set up to run commercial activities that will generate funding to support the Institution. Current activity includes the Annual Luncheon, Annual Conference, Awards Dinner, a programme of Events and Seminars and Room Lettings. The Board is a one of four strategic Boards reporting to CIHT's Board of Trustees.

Appian Trading Board Terms of Reference

1. To have a strategic oversight of the commercial opportunities for the Institution
2. To agree and oversee the delivery of the centrally organised social and technical events programme
3. To oversee activities across CIHT seeking to grow and diversify income derived from sources other than membership subscriptions
4. To oversee the effective delivery of strategies for optimising income from room lettings and other non-charitable activities

Terms and Conditions

Term of Office: Annual. Appointments that may be renewed for further terms up to a maximum of three years.

Time Commitment: Estimated to be the equivalent of 5-8 days a year. This includes attendance at up to four Board meetings per year plus preparation work and possible involvement in Board working groups from time to time. All meetings will be held at our offices in Old Street, London.

Remuneration: Appointments to the Board are in the nature of public service appointments and no remuneration is made.

Payment of Expenses: Lay members are eligible to claim travel and subsistence expenses in accordance with CIHT's member expenses scheme.

Method of Appointment: By a sub-committee of the Board comprising the Chair, Board Secretary and one other Board member

Appian Trading Board – Role Description

Role The role of the Board member is that of a non-executive director of a company. They will bring to the Board a wide range of knowledge and expertise, and apply balanced judgement to the Board's deliberations. Their principal assets will be independence and detachment, and their principal contributions will be:

- to represent an external view;
- to offer special skills/knowledge,
- to provide useful contacts.

Qualities The general qualities required of a lay member are:

- commitment to CIHT and to its objectives;
- the ability to work collaboratively;
- acceptance of collective responsibility for Board decisions;
- the capacity to provide critical but constructive challenge;
- honesty and integrity;
- respect for confidentiality.

Main Duties

1. To contribute commercial acumen and specific expertise and skills to the work of the Board
2. To ensure that the Board complies with its governing document, company law and any other relevant legislation or regulations
3. To ensure that the Board pursues its objects as defined in its governing document
4. To contribute actively to the Board, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.

Skills and Expertise

1. Knowledge and relevant skills in events management and/or development of training products
2. Knowledge and experience of working at a senior/board level in a commercial setting
3. Experience of customer and/or stakeholder engagement
4. Excellent communication skills
5. Strong interpersonal skills and ability to work collaboratively
6. Strong commercial insight with experience in financial management and business strategy
7. Track record of success in delivering an events programme, generating sponsorship and/or building a commercial training portfolio.
8. Demonstrable commitment to charitable values.