



Regional Committee Chair - Role Description

The Role

The role of the Chair is to: -

- Provide leadership and direction to the Regional Committee, enabling it to fulfil its commitments in the agreed Annual Regional Business Plan.
- To support CIHT and the work of the Institution's staff in the achievement of their work and the delivery of the strategic plan.
- To support and oversee an annual program of at least 4 technical webinars and additional technical/social events aligned with the values and vision of the institution.

The chair is responsible for making decisions in the following areas.

- Shaping the Regional Committee's planning process through its Annual Business Plan and committee succession plan.
- Making key decisions on the focus and actions of committee.
- Supporting the Honorary Treasurer in the development of an annual regional budget.
- Reviewing the progress of the Regional Business Plan in committee meetings.
- Receiving reports from the President, Chief Executive, volunteers, and senior CIHT staff.
- Developing relationships with key organisations in the region

About you

This role will suit a CIHT Member or Fellow with:

- A strong commitment to highways and transportation and the CIHT's strategic objectives and vision.
- Enthusiasm about the future of the sector and ideas around its development
- Strong leadership skills and a willingness to work collaboratively

What's expected of you?

- This role is for an extended term beginning winter 2021 – May 2023 with the opportunity to stand again for one further term of a year.
- The role will require around 2-4 hours per month. There will be a minimum of 4 committee meetings per term, 3 Regional Chair meetings with the Chief Executive and an additional Annual General Meeting.
- There will be regular communication with the Regional Engagement Officer for the region, on matters relating to the delivery of the action plan and development of the region.

What's in it for you?

The opportunity to:

- Build on and extend leadership experience and transferable skills in strategy, business planning, and risk management.
- Help shape the future development of the CIHT
- Access professional networking
- Expand your Continuing Professional Development (CPD) portfolio



How to apply?

To apply for the role, you must provide a completed Regional Election Application Form sent to regions@ciht.org.uk.

This must include:

- A summary of why you should be picked for the role (approx. 250 words)
- 4 supporting signatures from CIHT members

Once completed this will be considered by the committee and you will be put forward for the election of the role at the next General Meeting. For those unable to provide supporting signatures, please get in touch and the regional team will help.

Other Information

- The role is voluntary.
- All applicants will be required to declare any conflicts of interest and to follow [CIHT's Code of Conduct](#).
- All committee members are expected to abide by the General Data Protection Regulation and the CIHT data protection and security policies.
- Committee members will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. Members will not disclose any confidential information to an outside person or organisation.

Contact us

- CIHT Regional Team: regions@ciht.org.uk