

## Your Role as a Council Member

Council is responsible for determining the strategic direction of the Institution and meets four times a year at CIHT's London offices.



### Council responsibilities

- Advising the Board of Trustees on the strategic and professional direction of the Institution
- Election of the Board of Trustees and appointment of the Vice President
- Acting as a sounding board for policy development
- Enabling communication between the CIHT and our members
- Approving nominations for Honorary Fellowships and Awards

### Addressing the big picture

Council hosts outside speakers who contribute to debate, helping shape CIHT positioning on specific issues. Recent topics include:

- **'Making Our Sector More Inclusive'** Chris Holmes, Baron Holmes of Richmond, Director of Paralympic Integration responsible for organising the 2012 Paralympic Games in London
- **'BREXIT: Challenges and Opportunities for the Transport Sector'** John Parkinson CBE, Director – International & Regulatory Reform, Department for Transport

### Wider service to the CIHT

Council Members can serve in additional capacities including sitting on a Strategic Board (including the Learned Society & Technical Strategy Board and Membership & Skills Strategy Board); sitting on one of the supporting Panels (including the Technology & Innovation Panel and Urban Design Panel). Or, they can champion specific aspects of CIHT's work.

**All members serve on Council in an individual capacity and have a duty to act in the best interests of CIHT.** They do not represent their employer, their sector of employment, or any other specific constituency in their role.

### Further information

If you have any questions not covered in the FAQs overleaf, then please email the Governance team at [governance@ciht.org.uk](mailto:governance@ciht.org.uk) or telephone +44(0)20 7336 1559.

## **FAQs**

### **Q: When and where does Council meet?**

A: There are four meetings a year - in September, November (an all-day planning meeting), March and June. Council meetings are held at 119 Britannia Walk, London N1 7JE.

### **Q: What is involved in serving on a Strategic Board or Supporting Panel?**

A: Each year Council Members are asked for Board preferences and, insofar as is possible, they are allocated their first choice. Board meetings are usually held on the same day as Council. A typical day would be a Board meeting being held from 10:30 – 13:00, followed by a sandwich lunch and then the Council meeting being held from 14:00 – 16:30.

Panel meetings are held on separate dates that are arranged once membership of the Panels has been determined. Council Members are expected to play an active role in the work of their respective Board or Panel, following up on agreed work in-between the meetings.

### **Q: What are the meeting attendance expectations?**

A: All Council Members are expected to commit to attending every meeting. To facilitate attendance, Council Members are notified of Council / Board meeting dates for the year ahead well in advance. It is understood that emergencies, important work commitments and other such circumstances may take precedence.

### **Q: How long will you serve?**

A: Members serve on Council for a period of three consecutive years. Council Members can then seek re-election for a further three-year term, after which they must stand down for at least a year.

### **Q: Are expenses reimbursed?**

A: All reasonable travel and subsistence expenses associated with Council / Board / Panel meetings are reimbursed by the CIHT. However, many Council Members find their employer will reimburse their expenses.

### **Q: What is the role of the Regional Representatives?**

A: Each Region nominates a representative to serve on Council. Regional Representatives serve a vital role in the communication between the Regions and CIHT staff at Britannia Walk. Regional representatives have an additional responsibility to pass on the views of members in their Region. They are also required to report back to their Regional Committee after every Council meeting. It is, therefore, important that Regional Representatives attend their Regional Committee meetings as well as all Council meetings.