

THE CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION

TERMS OF REFERENCE – [CIHT ROI NATIONAL COMMITTEE]

(1) PURPOSE

The main role of the Committee is to formulate and deliver an agreed Action Plan for CIHT ROI, operating within the CIHT Guidelines for the set up and operation of International Groups.

(2) MEMBERSHIP

- 1 The minimum number of Committee members will be four (Officers) with the following defined roles: Chair; Vice-chair/; Secretary; and, Treasurer. Any Officer wishing to stand-down voluntarily from the Committee would normally be expected to give the Committee three months notice of their intention to allow an orderly handover of responsibilities.
- 2 All Committee members will be expected to have a defined role (or roles) in delivery of the agreed Action Plan for CIHT ROI.
- 3 All Committee members must complete the CIHT Volunteer Agreement and Declarations of Interests form, including participating in any associated training activities.
- 4 The Committee may co-opt up to three external advisors who are not currently members of the CIHT but are either members of a relevant collaborating institution in the ROI, or are in a position to assist the Committee in the delivery of a specific area of the Action Plan for CIHT ROI.
- 5 Only paid-up Committee members are eligible to vote on Committee decisions.
- 6 The quorum for Committee meetings is three voting members including at least one of either the Chair, Vice-Chair or Secretary. If a vote is evenly split, the Chair of the meeting has a casting vote.
- 7 The: Chair; Vice-Chair, Secretary and Treasurer shall be appointed Annually by majority vote of paid-up members present at the CIHT ROI Annual General Meeting (AGM).
- 8 The maximum term for the Chair will normally be two years. A Past Chair may be re-elected as Chair not sooner than 12 months after standing down as Chair.
- 9 The maximum term for the Vice-Chair will normally be two years. After this period it is intended that the Vice-Chair will normally be appointed to the position of Chair.
- 10 The maximum term for other members and officers in a single role, e.g. the Treasurer will normally be five years. It is recognised that there are occasions where it is beneficial to retain experience in roles and therefore this maximum term may be extended for a maximum of a further five years by majority vote of paid-up members present at the CIHT ROI AGM. Following their term other members and officers may be elected to another defined role immediately and to the same role not sooner than 12 months after standing down from the role.
- 11 Past Chairs (for a period of four year after standing down as Chair), the current CIHT Council Representative, and any CIHT President resident in ROI will be Ex-Officio voting members of the Committee.

(3) REPORTING

- 1 The Committee reports to the CIHT through the CIHT Council and Regional Panel.
- 2 The ROI Treasurer reports financial information to CIHT through the CIHT Head of Finance.
- 3 Adhoc reporting and liaison is via the CIHT International Engagement Officer

(4) FINANCIAL OPERATIONS

- 1 The Committee shall conduct all financial operations in line with the prevailing CIHT Financial Regulations.
- 2 The ROI Treasurer will, on behalf of the Committee, submit (un-audited) annual accounting information to CIHT in a timely manner for inclusion within the audited CIHT accounts.
- 3 The holder of the Chair, Treasurer and Secretary positions are assigned the duties of the Two Authorised Signatories to be named on the CIHT (WISE EUR) Account for purposes of fulfilling the required Two-Factor Authentication of all account transactions on behalf of the Committee. The duties shall automatically transfer annually to the voted Chair, Treasurer and Secretary at the AGM. It will be the responsibility of the outgoing and incoming Chair, Treasurer and Secretary to notify the CIHT (WISE EUR) Account administrator to formally amend the Account records within one month of the AGM.

(5) RANGE OF ACTIVITIES

To assist in delivery of the Action Plan for CIHT ROI, the Committee will hold a minimum of meetings four times per year, and additional meetings either physically or be teleconference as necessary.

[Agreed by Committee on 15th October 2025]