CIPS Congress Member - Volunteer role description

The role and term

CIPS Congress Members represent the interests of the global membership; they act as a voice of membership, providing a two-way communications channel between the membership and the Institute’s leadership.

The Congress volunteer role is to engage with members (students, fully qualified (MCIPS, FCIPS, Chartered) and affiliate members) to understand their needs and how they are being affected by developments in the profession, and to make recommendations to the Global Board of Trustees (GBT) via the Congress Chair through quarterly reporting. Congress Members are ambassadors and positive advocates for the profession; they communicate and champion CIPS strategies, plans and achievements back to the Membership community.

The Congress role is voluntary and advisory, it has no legal or governance responsibilities and exists to provide input and guidance to the GBT, ensuring that the issues that matter to members are on the agenda and that leadership decisions are influenced by the opinions of the global membership. CIPS Congress Members are volunteers and the role is not accompanied by any financial remuneration.

Congress Members must all read the CIPS Volunteer Policies Handbook and sign the Volunteer Agreement.

A Congress Member’s term is three years from their elected date. Congress Members can apply and be elected for a second term but cannot serve more than 6 years consecutively. CIPS and the Congress Chair can consider an exception extending a Congress Member’s role for another term based on their contribution and institute requirements.

Responsibilities

To proactively engage with CIPS members within their region. These should include, but are not limited to:

- Regular communication with CIPS members and feeding back to the Chair of Congress through submission of a brief quarterly report as a minimum
- Attending, supporting or hosting online member and volunteer forums, activities and events
- Connecting with Branch Chairs and committees where relevant
- Act as an ambassador for CIPS at a local level with Members and employers
- Review and share information on the region, competitor environment that may impact the profession – whether risks or opportunities
- Bringing forward diverse views and perspectives from the membership
- Lead by example championing Chartered Status (i.e. CPD and Ethics
- Help CIPS to drive growth and retention in Membership and raise awareness of the profession at a local level
- Encourage lifelong learning and continuous professional development in membership
- Proactively engage through social media as a positive advocate, including utilising Branch and CIPS social media platforms
- Engage with CIPS study centers and Higher Education providers if and where relevant
Ensure regional professional and member networks are aware of the value of CIPS, resources and connection opportunities, including events CIPS provide
Encourage and champion volunteering, giving back and being an ambassador of the profession
Help to identify and encourage future Congress members and support Congress succession planning

Key expectations and relationships

Congress Members are expected to:

- Maintain close effective relationships with the CIPS Membership Team and CIPS staff
- Engage with CIPS regional offices where applicable
- Develop, influence and grow membership engagement at a local level
- Maintain good communication with the Chair of Congress
- Collaborate with other Congress members
- Develop and maintain strong links and relationships with key influencers locally to bring valuable regional insight
- Engage with the broader CIPS volunteer community
- Represent CIPS at external meetings and events if requested

Engagements – virtual and face to face

Congress Members are expected to engage with professionals and members throughout the year – whether virtually or in person. There will typically be up to three global Congress meetings each year. These will be held virtually, and/or face to face. Congress Members agree to:

- Prepare for meetings by reading any relevant documentation and to carry out any actions agreed to, such as contributing to a working group
- Liaise with members and external professional groups in the region to bring in different perspectives as required
- Where physical meetings are organised, Congress Members will be asked to travel and be able to obtain the necessary visas as required in line with the Volunteer Expenses Policy

Congress Members are provided with access to the CIPS virtual meeting platform (Zoom) and can organise meetings with other Congress and Branch volunteers as relevant.

Essential criteria for applications to CIPS Congress:

- Fully qualified members in good standing - MCIPS or FCIPS member of CIPS
- Hold Chartered Status (or be prepared complete the online ethics test and self-certify 30 hours CPD within three months of Congress appointment)
- Residence in the region you represent
- Active engagement and networking with CIPS members, volunteers and the wider profession
- Have the capacity to commit to the requirements of the role
- Excellent communication and interpersonal skills
- Impartiality, integrity, fairness and the ability to respect confidences
• Ability to collaborate and work well with others
• No conflicts of interest whereby any commercial or personal gain could be perceived
• Committed and dedicated to the development of the profession and the institute

Desirable qualities, skills and experience

• Experience of working in a diverse and international context and strong cultural awareness
• Experience of being actively involved with local professional networks and/or CIPS membership community e.g. CIPS Branches or volunteer networks
• Insight to Gen Z expectations of the profession
• Knowledge and experience of digital collaboration and social influencing
• Organisational and/or Procurement transformation

CIPS encourages diversity and welcomes applications regardless of gender, ethnicity, religion, disability, sexual orientation or age.