Congress Member Representative Role Description

Location: .................................................................

Time commitment: Congress member’s term of office is three years, from their elected date in November. They are expected to attend annual Congress Meetings, which are normally held over 2 days and to produce a biannual report for the Chair of Congress. In addition, Congress Members are expected to liaise with each other at a regional level and to maintain regular communication with Branches in their Region. Congress Representatives may also be expected to attend occasional meetings organised through CIPS and should familiarise themselves with updates and information sent via CIPS.

Reporting to Chair of Congress and the CIPS Membership Team

Role Description

Objective

Congress Members represent the interests of the global membership; they act as the ‘conscience’ of CIPS, gathering issues and expectations from the entire membership and acting as a two-way communications channel between the membership and the Institute’s leadership.

Their role is to engage with members to understand their needs and how they are being affected by developments in the profession, and make recommendations to the Global Board of Trustees (GBT) on this basis. Congress members will then communicate and champion CIPS strategies, plans and achievements back to the Membership Team.

Congress’s role is advisory, it has no legal responsibilities but provides 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.

Responsibilities

Establish ways in which they can engage with members in their region. These should include, but are not limited to:-

- Regular communication with and working alongside Branches in your Region
- Social Media, including utilising Branch social media pages
- Hosting Clinics or WebEx meetings
- Via study centres and educational facilities
Bi Annually, Congress Members will be expected to complete a report and submit this to the Chair of Congress. The report will identify any trends, issues or positive feedback that the Chair of Congress can utilise as part of their overall report for the GBT.

Meetings and Travel

There will typically be up to two Congress meetings each year. Congress members must:-

- Be able to travel and be in a position to make own travel arrangements, including obtaining the necessary visas if required (CIPS reimburses the reasonable cost of travel within our expenses policy, but does not make the arrangements unless these are for flights or accommodation). CIPS can provide a letter of invitation to assist with any visa applications if required.
- Congress representatives will be expected to prepare for meetings by reading any relevant documentation and to carry out any follow-up actions agreed to, such as contributing to a working group.

Key Relationships

Congress Members should:-

- Act as an ambassador for CIPS at a local level
- Maintain close relationships with CIPS Membership Team and with key influences locally
- Develop, influence and grow membership engagement at a local level
- Develop, influence and membership growth and retention and raise awareness of the profession at a local level.
- Maintain good communication with the Chair of Congress and other Congress members
- Represent CIPS at external functions, meetings and events if requested

Qualities and Skills Required

- Organisational ability
- A good knowledge and understanding of CIPS
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Approachable and sensitive to the feelings of others
- Well organised and an eye for detail
- Ability to work well with others and often remotely

CIPS Membership Requirements for Congress Members

Congress Members, with the exception of student representatives, will be fully paid up members of CIPS (MCIPS and FCIPS); completed the CIPS ethics test and hold or be working towards Chartered status. Congress representatives must hold residence in the region they are representing.

Remuneration: The role of Congress Member is not accompanied by any financial remuneration, although expenses for travel and other reasonable out of pocket expenses as outlined in the Volunteer Expenses policy may be claimed when agreed in advance with your CIPS named staff contact.