Welcome to the CIPS team!

Committee Member Induction Pack
Welcome & Thank You!

- You have now become a valued member of the CIPS Team
- You are helping CIPS to spread the word of ethical procurement practices and engage with our 100,000 member community
- You are the face of CIPS in your local area and delivering great events, offering your fellow members opportunity to network, share best practice and together grow the profession both face to face and through social media
- It’s a great way to grow your own network and continuing your own learning
Regional Structure

- Each region contains the following components:-
  - Branch (a committee formed by volunteers)
  - Study Centre (FE, HE, Private Training Provider)
  - CIPS Congress Member(s)

- CIPS Governance
  - Global Board of Trustees
  - Congress
  - Branches

Information and knowledge feeds up and down those channels
Branch & Committee Member Purpose

➢ To provide a local professional network

➢ To facilitate local sharing of knowledge and best practice

➢ To develop relationships and insights between the wider membership, study centres and congress members

➢ To promote member representation, visibility and engagement in the local area

➢ To ensure alignment with the global CIPS strategy
How to deliver...

- Set up and operate a pro-active committee with members focusing on particular roles such as:-
  - Branch Committee Chair
  - Treasurer/Vice-Chair (great for succession planning)
  - Secretary
  - Social Media Officer
  - Communications Officer
  - Educational Liaison Officer

- A typical meeting would follow the below order/format:-
  - Apologies
  - Previous minutes/actions
  - Matters arising
  - Branch action plan progress
  - Event, communication, social media updates
  - Financial reporting/budget
  - Future plans
How to deliver...

- Provide a local professional network by organising great thought leadership events that allow for networking, learning and sharing of best practice

- Talk to members through centrally-managed regular communications

- Use the resources and share your experiences with members and ‘sell’ the benefits of being a member by using the slide deck that is available to you

- Read the ‘branch handbook’ which has lots more information
CIPS Branch Support

- Events can be uploaded on the CIPS website through Head Office
- CIPS Mailings – Branch and Events Update is emailed to UK members twice a month
- Emails can be sent through CIPS head office on behalf of a branch to reach out to their local members
- Current branch member data can be provided
- Post event surveys/Generic surveys and reports on feedback
- Information on speakers from our Knowledge partnership agreements
- Accor hotels which offer free rooms at their venues for events
CIPS Branch Support

• Contact us
• How to...
• Marketing materials
• Tools, templates & knowledge content

You receive a dedicated branch email address where members and CIPS head office can get in touch
Enjoy your role and thank you for your contribution! We couldn’t do it without you!