

The Chartered Institute of Building

BUSINESS DEVELOPMENT BOARD

Terms of Reference:

Charter Objectives:

- To ensure that all members are made aware of their role and responsibilities.
- To formulate strategies for the development and delivery of products and services to members and the public worldwide.
- To review the products and services provided to members and public: to set and monitor standards for delivery thereof and accessibility.

Board specific:

- To formulate strategies for the recruitment and retention of members.
- To work in consultation with other Boards and committees in the development of new products and services and ensuring accessibility.

General:

- To regularly review the Strategic & Operational Plans and, in cooperation with other Boards and Committees to ensure its delivery.
- To establish sub-committees as appropriate complete with Terms of Reference, consistent with this Board's Terms of Reference.
- To co-opt additional persons to work within the Board and sub-committees as required and to ensure adequate competency skills for the specified time.
- To regularly review the remit, composition and performance of the Board.
- To report to and be represented on the Resources Committee including preparation of an annual business plan and budget, which should include the activities of all the sub-committees.

Composition

- Chair
- Vice-chair
- 9 x members with complimentary competencies

Vice-Chair selection:

- Nominations Committee advertise for the Vice-Chair.
- Offer a short list to Business Development Board with preferred candidate.
- Business Development Board in confidence nominate 1 to the Board of Trustees.
- Board of Trustees appoint at their discretion.
- 2 years Vice-Chair with succession to 2 years as Chair.
- All other members tenure of 3 years