

The Chartered Institute of Building

## **EDUCATION, QUALIFICATION, STANDARDS AND PRACTICE BOARD**

### **BOARD MEMBER'S JOB DESCRIPTION**

The duties of a Board member are as follows:

#### **COMPLIANCE:**

- To help to ensure that the Education, Qualification, Standards and Practice Board complies with the Royal Charter, pursues all objectives and applies all resources solely in pursuance thereof.

#### **LEADERSHIP AND TEAMWORK**

- To attend and contribute actively and effectively, to the Education, Qualification, Standards and Practice Board.
- To help to ensure the Education, Qualification, Standards and Practice Board works in accordance with their Terms of Reference.
- To offer appropriate contribution and make considered judgements as a member of the Education, Qualification, Standards and Practice Board.
- To declare any conflict of interest whilst carrying out the duties of a Board member.

#### **REPRESENTATION AND IMAGE**

- To safeguard and promote the good name and values of the organisation.
- To abide by the equal opportunities policy.

#### **GENERAL**

- To serve on the Education, Qualification, Standards and Practice Board for a three year term of appointment (in the case of co-opted members the term shall be one year). The Board may, at its discretion, invite a member to complete a second term. No Board Member shall serve for longer than six consecutive years, no co-opted member for longer than two consecutive years.
- To attend meetings as required. Where attendance is not possible to ensure timely apologies and supporting reasons are provided.
- To use any specific knowledge or experience to assist the Education, Qualification, Standards and Practice Board in reaching sound decisions (refer to competency requirements).
- To participate in other tasks that may arise from time to time as designated.
- To keep updated about the activities of the organisation and the wider issues which affect its work.