

CILEx Professional Board Terms of Reference

Purpose

1. To set the vision, mission and values of the CILEx professional membership association.
2. To represent the member interest and ensure focus on professional representation within the activities of CILEx
3. To oversee the provision of membership benefits and services in accordance with the strategic objectives of CILEx;
4. To act as the Ofqual Awarding Body for the CILEx Group (delegating functions to the Qualifications Committee).

Remit

5. CILEx Professional Board will represent and promote the profession of CILEx members at the highest level of government, legal sector and society by:

Strategic Leadership

- a. Developing and approving the overall professional membership services and qualifications strategy and ensuring that this features within the overarching framework of the CILEx Group's strategic vision;
- b. Monitoring, realigning and communicating strategic performance of the Professional Board to key stakeholders;
- c. Ensuring that the Professional Board has rolling three to five year Strategy and Business Plans in place to enable it to operate and develop efficiently;
- d. Monitoring the performance of the Strategy and Business Plans, updating the latter at least once annually
- e. Maintain an understanding of the needs of members and the market in which they operate;
- f. Seeking the views of key stakeholders on a regular basis to inform the development of the Professional Board's strategy;

- g. To ensure CILEx qualifications are known and respected in the legal sector and amongst those responsible for regulation of legal services provision;
- h. Seek to influence government policy and law reform to support the career aspirations and progression of members within the legal profession;
- i. Seek new business opportunities that are in the interests of the membership and will contribute to the achievement of the strategic aims and objectives;
- j. Debating and stimulating visionary thinking for all issues of concern to the legal profession, nationally and internationally.

Financial and Performance monitoring and assurance

- k. Ensuring financial prudence and accountability to the Group Board (through the Group Finance Committee), taking due care and responsibility for its budget from the Chartered Institute's assets and mindful of the Group financial obligations and policies;
- l. Developing an annual budget.
- m. Hold the CILEx Executive to account for performance against budget and business plan.
- n. Maintain an oversight of the CILEx Professional risk register and assure the Executive are effective in their means of identifying, assessing, mitigating, monitoring and managing all local risks.
- o.
- p. Report on top corporate risks with potential to affect the CILEx group for onward consideration by the Group Board. Ensuring that the Professional Association complies with all relevant constitutional, legal and regulatory requirements.

Management and Compliance

- q. Ensuring that CILEx operates effectively and efficiently as both a Professional Association and Awarding Body;
- r. Ensuring compliance with Ofqual's General Conditions of Requirement (GCR), the equivalent for Qualifications Wales and CCEA (covering Northern Ireland) and any other regulatory requirements as an Awarding Body to include an annual statement of compliance in accordance with Ofqual requirements.
- s. Agreeing and communicating strategic decisions and policies on matters of professional legal education and membership.
- t. Reporting annually to the membership and other key stakeholders through an Annual Report and Accounts publication.
- u. Approving all fees relating to membership subscriptions and qualification assessments.
- v. Reviewing and setting appropriate subsidiary rules in relation to membership grades/tiers, admission to the profession and the qualification levels/requirements that complement that.

- w. Ensuring there are effective mechanisms in place to capture the views of members, current and future, employers and other key stakeholders;
- x. Ensuring that there are customer service standards in place for all key areas of delivery of our services and that these are consistently met.

As a Subsidiary Company

1. To act as a Board of Directors for the CILEx Professional subsidiary company within the Chartered Institute
2. Advise the Group Board of any matters relating to the operation of CILEx Professional as a subsidiary company that impact on the reputation, health or performance of the Chartered Institute
3. Take responsibility for any matters delegated by the Group Board
4. Ensure that it works effectively within the infrastructure of the Group, particularly in relation to the functions of Group Services, reporting requirements to the Finance, Audit and Risk and the process of selection and appointment overseen by the Appointments Committees.
5. Identify and recommend any extension of the activities of the subsidiary into new business if in the interests of the Chartered Institute group;
6. Communicate to the group board any decision to cease to operate all or any part of the subsidiary's business.
7. Ensure that its own strategic direction is complimentary to and supportive of the Group's strategic vision and aims.
8. Be accountable for the application of Group policies and processes within the Professional Association including those around corporate compliance such as Health and Safety Policy, Data Protection, Freedom of Information, Information Security, Corporate Complaints.

Other

9. Act with integrity, avoid any personal conflict of interest and ensure that the Group's assets are not used for any purpose other than the pursuance of its objects

Members

Maximum:

- 9 Professional members
- 2 Independent members

Chair

President as Professional Chair, with appointment process overseen by the Appointments & Scrutiny Committee.

Vice – Chair

Vice-Chair to be appointed from the members of the Board, with appointment process overseen by the Appointments & Scrutiny Committee.

Quorum

- 5 Professional members
- 1 Independent member

Frequency of meetings

Minimum of 10 meetings per annum

Commitment

1. You should be prepared to read and/or attend any relevant induction or training materials or events as reasonably required to enhance the governance of CILEx;
2. You should attend all scheduled meetings for the Board;
3. Where you find you are unable to attend a meeting, you should inform the executive team 1 month ahead of that meeting;
4. You should ensure that you have read and digested the content of relevant meeting papers sent to you ahead of meetings with the agenda. Where you have any query as to their content, you should raise those queries in advance of the meeting;
5. When attending meetings, you should engage in debate and make contributions to discussions;
6. You should be respectful of the position of the Chair, of the collective responsibility of Board decisions and of the majority any prevailing votes;
7. You should be prepared to participate in the Board's performance and evaluation exercise, under the auspices of the Appointments & Scrutiny Committee, including annual performance appraisal and the end of term of office review at the end of your 3 years appointment

