



ROLE DESCRIPTION: SPECIALIST DIRECTORS

Title:	Three Specialist Directors
Remuneration:	Voluntary, non-executive role [non-remunerated] Expenses are refundable in accordance with the CIC expenses policy ⁱ
Hours of work:	Variable It is expected that the role will average 8 hours per month.
Location:	Variable Meetings are generally held in Central London
Responsible to:	Board/Chair/Chief Executive
Contractual status:	None
Start date:	20 September 2023
Term:	Initial term between 2-4 years (maximum term between 4-6 years by mutual consent)
Issue date:	19 July 2023
Closing date for applications:	1 September 2023 (midnight)

Extract from CIC Rules and Regulations

3.0 THE BOARD OF DIRECTORS

3.1 The day-to-day running of the Construction Industry Council will be vested in the Board.

Terms of Reference of the CIC Board

- to be responsible, through the Secretary of CIC and his/her staff, for the day-to-day management of the Council, including issues relating to finance, staffing and property;
- to be responsible for overseeing the work of the Membership Panel and the Business and Project Panel;

- to be responsible for agreeing budgets presented by the Finance & Governance Committee and monitoring expenditure against them;
- to be responsible for recommending the admission of new Members to the Council;
- to be responsible for approving new Associate members and Honorary and Corporate Affiliates;
- to be responsible for implementing and developing a policy within the general strategies and guidelines laid down by Council from time to time;
- to make recommendations to Council upon major policy/strategy changes, including those proposed by other committees, persons or bodies; and
- by decision of the AGM or on the recommendation of the Membership Panel, Business or Project Panel, as appropriate, to appoint champions, panels, task groups, communities of knowledge or any other operational group or panel.

Composition of the CIC Board

3.2 The Statutory Board comprises up to 11 directors, consisting of:

- **CHAIR**
- **IMMEDIATE PAST CHAIR or CHAIR ELECT IN ALERNATE YEARS**
- **CHIEF EXECUTIVE**
- **CHAIR OF SUBSIDIARY STATUTORY COMPANY CICAIR LTD**
- **THREE DIRECTORS** *nominated from each Tier of CIC membership (Tiers A, B and C)*
- **CHAIR OF DIVERSITAS**
- **3 ADDITIONAL DIRECTORS** *selected by the Board for their relevant skills, experience, diversity balance, elected or co-opted for 3 years, but renewable for one further term.*

Succession and term of office

Specialist directors would normally serve for three years and are eligible to be reappointed for one further term by mutual agreement.

However, in order to provide for continuity the appointments of these three specialist directors will be spread: initially for two, three and four years each to be eligible to be reappointed for one further term of three years by mutual consent.

Specialist areas

The Board is seeking specialist input in the following areas:

- Finance
- Governance
- Communications/Marketing

And would particularly value applicants with any of these specialisms.

Time Commitment

There are no set hours for the role other than to attend meetings in accordance with the annual schedule of meetings.

Meetings that have already been scheduled are:

20 September 2023 - 2-4pm (Board)
1 November 2023 - 2-30 - 4.30pm (Council)
22 November 2023 - 2-4pm (Board)
7 February 2024 - 2-4pm (Board)
29 February 2024 - 2-30-4-30pm (Council)
27 March 2024 - 2-4pm (Board)
16 May 2024 - all day (Board Strategy Awayday)
16/17 May 2024 - evening to lunchtime next day (Members' Conference)
19 June 2024 - 2 - 4-30pm (AGM and Council)
10 July 2024 - 2-4pm (Board)
18 September 2024 - 2-4pm (Board)
6 November 2024 - 2-30-4-30pm (Council)
27 November 2024 - 2-4pm (Board)

In addition to these formal meetings, directors will be expected to carry out certain duties on behalf of the board from time to time, such as chairing or participating in sub-groups or interview panels.

Based on past experience, the time commitment would be variable but it is anticipated to be approximately 8 hours per month although in some months it may be higher; and in others, less.

Training

The board is committed to providing directors with appropriate training on an annual basis.

Insurance

CIC carries appropriate Directors and Officer insurance and Professional Indemnity Insuranceⁱⁱ

Qualities

- Strategic leadership
- Possesses tact, diplomacy and powers of persuasion.
- Ability to consult and maximise the performance of individuals
- Ability to grasp a wide spectrum of views

- Decision making - bringing all current and outstanding issues to a conclusion
- Possesses relevant knowledge and expertise
- Has the relevant skills to assist the good management of meetings
- Driving and obtaining objectives and deliverables

CIC values and encourages diversity in our leadership teams and workforce. As part of our aim to deliver quality services we are committed to promoting equality and eliminating discrimination.

Application

To apply for consideration for one of these specialist director roles, please send a CV to the CIC Chief Executive at the email address below and state which of the following specialisms apply in your case:

- **Finance**
- **Governance**
- **Communications/Marketing**

If none of the above specialisms apply then please state an alternative specialism for consideration.

Please send your application under a covering email, together with your CV, to:

gwatts@cic.org.uk

To be received no later than midnight on Friday, 1st September 2024.

Interviews for the posts will be held in September at a date to be agreed.

It is hoped that successful candidates will be able to attend the board meeting on 20th September.

Graham Watts OBE,
Chief Executive
21.07.23

ⁱ Copy available on request

ⁱⁱ Details available on request