

The Chartered Institute of Building

## **MEMBER & 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.
- To develop and manage the process for Branch Business planning including:
  - To provide mentoring and feedback to Branches.
  - To recommend Branch Business Plans to the Resources Committee.
  - To review performance against the plan.

#### **General:**

- To regularly review the Corporate Plan 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
- 1x FAS
- 2x Members Forum
- 1x training manager from a Training Partnership
- 1x knowledge of the International construction industry.
- Representative from each membership grade – F / M / A / I / S / CBC
- Up to 3 co-opted

#### **Vice-Chair selection:**

- Nominations Committee advertise for the Vice-Chair.
- Offer a short list of 3 to Member and Business Development Board.
- Member and 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