



Special Interest Groups Operational Procedures

1. Introduction

- 1.1 This document aims to set out the roles, function and responsibilities of the voluntary professional CIEH membership network (Special Interest Groups or SIGs).
- 1.2 The regional and branch membership network and the overseas membership sector are subject to separate operational procedures.
- 1.3 The operational procedures are mandatory and are made under the General Regulations clause 8.1 and are approved by the Board of Trustees.

2. Special Interest Groups

- 2.1 SIGs are national groups that represent a specialist aspect or interest within environmental health. These groups are optional and members may choose to join one or more. The Special Interest Groups of the CIEH are, as at 1 January 2012:
 - Commercial and Independent
 - Education and Research
 - International
 - Port Health
- 2.2 The CIEH reserves the right to amend the criteria for formation and/or continuance of the SIGs. The Board of Trustees will consider applications for the formation of additional SIGs with due regard to the criteria set out within these Operational Procedures.
- 2.3 Each member of the CIEH may choose to be a member of any SIG. Membership of one SIG is part of the membership subscription. However, any member can choose to be a member of more than one SIG. Membership of a SIG may be subject to an annual or other fee – such determination will be made concurrent with the overall CIEH membership fee.

3. Function of the SIGs

- 3.1 The SIGs act as delegated committees of the CIEH and as such have a dual role of representing the professional membership within their specialist area and acting as a vehicle and delivery agent for the CIEH charitable aims and objects.
- 3.2 The SIGs are accountable to the Board of Trustees acting as delegated committees of the CIEH but report to and are overseen by the Assembly of Representatives.
- 3.3 The SIGs will be managed and supported through the CIEH executive.

- 3.4 The critical role of the SIG is to provide a professional identity and network for environmental health professionals within a specialist area, as members of the CIEH.

This will include the opportunity for:

- Networking and sharing good practice/experience/ broadening professional perspectives
- Co-ordination of specialist activity CPD/low cost events and other professional development
- Support for the consultation and contribution to CIEH policy in specialist areas and at a national level
- Facilitate specialist partnership activity with similar professional groups and stakeholders

4. Management of the SIG

- 4.1 The operation of each SIG will be through a Management Board. The composition of the board will include:
- Either one or two Assembly Representatives (depending on number of members)
 - Student representative
 - Two to four other members as decided by the Management Board
- 4.2 The Management Board will determine as a minimum the following three responsibilities:
- Leadership - Chair
 - Co-ordination -Secretary
 - Finance -Financial Manager or Treasurer
- 4.3 Appointment to these roles will be through election from and by members on the Management Board (simple majority vote). The appointments will be for a term of three years. The appointments may roll over if local circumstances require and on the full agreement of the Management Board. The three roles should normally be occupied by three separate individuals. In order to spread the responsibilities and encourage wider involvement of the membership, the SIG's Assembly Representative(s) are not able to nominate themselves for any of these positions. All other members of the Management Board are able to be nominated. Should there be no nominations for any post the Management Board may approach the Assembly Representative to take up the vacant position until such time as another volunteer can fill the vacancy.
- 4.4 Further advice may be sought from CIEH executive to ensure the sustainability of the Management Board. The Chair, Secretary and Financial Manager will need to work closely with the Assembly Representatives for their SIG and the CIEH executive. Appendix 1 provides role templates for these positions. These can be adjusted to meet local needs and serve as a guide.
- 4.5 Only members of the CIEH (of any grade) allocated to that SIG may be members of the Management Board. All members of the Management Board must be prepared to work within the Code of Professional Conduct, Code of Conduct for Trustees and other special officers and other requirements relating to conflicts of interest. It would not be good practice for an Assembly Representative to also act as a paid contractor for the SIG they represent due to conflicts of interests that would arise. Members of staff of CIEH or any person with a full or part time remunerated role in an operational entity of the CIEH will be precluded from taking on a representational or management role within the SIG.

Such persons should be encouraged to participate in the operation of the SIG in an advisory capacity.

- 4.6 Where possible the CIEH encourages new volunteers to increase involvement but recognises that this may be difficult at times and SIG needs will be a priority.

5. Function of the Management Board

- Facilitate the delivery of the CIEH objectives and operational plan
- Voice and represent specialist perspectives in the development and implementation of the operational plans of the CIEH
- Provide a consultative focal point for membership and professional issues
- Provide a leadership role for membership on the specialist professional issues
- To ensure the resources of the CIEH are properly and appropriately administered in accordance with the objects of the charity within the SIG
- To be held accountable for the utilisation of CIEH and member resources
- To promote the CIEH and its activities and provide advocacy for environmental health within the specialist areas.

6. Role of the Assembly Representative

- Engage with members in the designated specialist areas
- Represent the views of the specialists to the Assembly of Representatives
- Represent the specialist perspectives in the development and implementation of CIEH policies within the Assembly of Representatives
- Act as a focal point for issues of a professional nature for members in the specialist area
- Act to raise concerns and consider impacts of upcoming professional issues within the specialist area
- Feedback to members on policies and issues raised by Board of Trustees, Assembly and CIEH executive
- To represent the specialist area as appropriate at meetings and events in collaboration with CIEH executive

- 6.1 Assembly Representatives engage with members through the following opportunities dependent on SIG circumstances:

- Attend SIG meetings, study groups or local hubs as appropriate
- Attend and take part in Member forums.
- Email
- MyCIEH (information, blogs and forum debate)
- CIEH Website (presence on SIG web pages)
- Attending and taking part in other events, seminars and activities
- Leading, contributing to or supporting specific projects
- Involvement with other member networks such as student forums
- Organising and supporting surveys, research and focus groups

7. Frequency of Management Board meetings

- 7.1 Management Boards shall meet at least three times a year and may hold further meetings to meet the needs of the SIG. All Management Board meetings are open to attendance by any member of the SIG and must be openly advertised as such.

7.2 The Management Boards are supported in their operation through the CIEH executive who facilitates national, regional and SIG strategy, planning, co-ordination and consistency of implementation. Officers of the CIEH executive may attend any Management Board meeting as part of their duties to manage and support the professional membership network.

8. Terms of reference for Management Board

8.1 The role of the Management Board is to facilitate and co-ordinate the CIEH membership activity within the SIG.

8.2 Terms of reference for the Management Board:

- To identify SIG members' needs and aspirations
- To act as a focal point for members and a contact for the CIEH executive
- To engage with all members across all sectors and membership grades in the SIG
- To act as a communication portal (email/web/paper)
- To support central CIEH executive strategies and policies
- To organise networking and coordinate peer contact events
- To support and promote CPD/APD/Chartered status and other professional development activities
- To support the CIEH regional student strategy
- To engage with relevant partners and other agencies in the promotion of EH
- To provide an administrative function and work programme for the delivery of CIEH objectives within the specialist area
- To be accountable to members and Trustees on the allocation and distribution of CIEH funds and resources
- To produce an annual report on the activities of the SIG for the previous calendar year and a business plan for the following year to be submitted by a date determined by the CIEH.
- To regularly review and horizon scan for impacts to the profession and environmental health
- To hold a Members Forum each year at which the members will have an opportunity to meet, share experiences, provide feedback and contribute to the business planning for the SIG

9. Role of contract/paid support officer

9.1 Contract /paid support roles have emerged in recent times to help support the administrative functions within the regions, branches and SIG as a means of reducing the burden on the volunteers in the officer roles within the management boards. The contractors work under a CIEH contract which requires delegated authority from the CIEH executive.

9.2 The differing needs of the Management Boards help shape the contribution of any contractor and their role. However, it is essential that the main leadership, financial accountability and overall co-ordination lie with the voluntary roles making up the management boards (that is Chair, Secretary and Financial Manager/Treasurer)

9.3 All personnel contracts are subject to authorisation through CIEH executive.

10. Resourcing and supporting SIGs

- 10.1 The annual allocation of funding to SIGs will be determined by the Board of Trustees based on the current CIEH financial guidance. All SIGs need to ensure that they work to the relevant financial guidelines.

11. Delegated authority

- 11.1 Delegated authority for managing the financial risk of activities within the SIGs was granted by Council (9 December 2010):

- All agreements and contracts (verbal, informal or formal) with a total financial risk of over £2,000 (including VAT) and up to £5,000 (including VAT) need to be notified to the CIEH Chief Executive or nominated officer before formal commitment
- All agreements and contracts (verbal, informal, or formal) with a total financial risk of over £5,000 (including VAT) need to be agreed and countersigned by the CIEH Chief executive or nominated officer before commitment
- Any arrangements for payments for services of contractors and any employment contracts regardless of value must be agreed and countersigned by the Chief Executive or nominated officer

12. Criteria for formation of new SIGs

- 12.1 The CIEH will consider the formation of new SIGs with full consideration of the following criteria:

- To demonstrate establishing need and relevance
- Member support (more than 50 members)
- There is no other means of meeting the needs specified by the group
- Funding availability

Any amendments to SIGs roles and the formation of additional SIGs will need to be considered by the Assembly of Representatives and approved by the Board of Trustees.

Agreed: Board of Trustees 10 July 2013, amended 26 November 2014

A.Statham - Chair Board of Trustees

Appendix 1

Template Job Roles

These templates have been put together by existing Chair and Secretaries within the professional network. They serve as a guide but can be used as job descriptions if wished. They are open to local adjustment and amendment within the remit of the CIEH charity objectives and Corporate Plan.

Leadership - Chair

<p>Role of Chair</p> <ul style="list-style-type: none"> • Meeting - keep on track • Direct and represent Management Board • Keeping track of progress • Bring things to a conclusion • Leadership/vision and strategy • Transparent work programme • Link between SIG/HQ 	<p>Duties:</p> <ul style="list-style-type: none"> • Chairing Management Board meetings • Chairing Members Forum • Representing SIG at CIEH events • Leading the direction of the annual business plan • Ensuring the annual business plan objectives are achieved each year <p>Person specification:</p> <ul style="list-style-type: none"> • Member of CIEH • Strategic management ability • Confidence of wider membership • Team worker • Understanding of CIEH at national and local levels • Good interpersonal and influencing skills • Committed professional • IT skills(Microsoft Word, Outlook and Excel) and access to IT
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Co-ordination - Secretary

<p>Role of Secretary</p> <ul style="list-style-type: none"> • Arrangements - open members forum/ meetings elections • Ensure continuity to constitution • Set agenda • Take/circulate minutes • Updating and certifying CPD hours/ business plan • Key contact for members • Link between SIG/HQ <p>Note: the role of a paid contractor may take on some duties related to this function</p>	<p>Duties:</p> <ul style="list-style-type: none"> • Preparing agendas and minutes • Preparing the annual business plan • Ensuring a low cost CPD training programme is arranged • Issuing consultation documents to members • Liaising with Chair and Financial Manager • Liaising with Trustees • Liaising with elected representatives • Liaising with HQ • Liaising with other networks • Representing the SIG at meetings • Ensuring the SIG website content is up to date • Dealing with routine administrative tasks
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	<p>Person specification:</p> <ul style="list-style-type: none"> • Member of CIEH • Confidence of wider membership • Team worker • Understanding of CIEH at national and local levels • Good organisational skills • Committed professional • IT skills(Microsoft Word and Excel) and access to IT
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Finance – Financial Manager (Treasurer)

<p>Role of Financial Manager (Link to financial management guidance) The Financial Manager has overall responsibility for financial management and probity, related to:</p> <ul style="list-style-type: none"> • Dealing with invoices, expenses claims, petty cash transactions • Producing an annual end of year financial report • Liaison with central Finance and Regional support 	<p>Duties:</p> <ul style="list-style-type: none"> • Liaising with CIEH Finance • Contributing to the preparation of the business plan <p>Person specification:</p> <ul style="list-style-type: none"> • Member of the CIEH • Committed professional • IT Skills and access to IT • Ability and knowledge of book keeping and banking procedures
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