

President, Vice-President and Honorary Members Operational Procedures

1. Introduction

- 1.1 This document sets out the operational procedures and guidance for the appointments of President, Vice Presidents and Honorary Members.
- 1.2 These Operational Procedures have been made under the CIEH General Regulations.

2. President

- 2.1 The President of the CIEH shall be appointed as a Trustee on the Board of Trustees. The role of President is an honorary officer of the CIEH as determined in the Charter and will be for a term of one year and for no more than three consecutive terms.
- 2.2 The President is primarily an ambassadorial role. . The role has specific duties as set out in the relevant job description. These duties include:
- 2.3
 - High level advocacy and promotion of the CIEH, its mission, aims and values
 - Meeting with governments and other key stakeholders on behalf of the CIEH
 - Providing a focal point for CIEH in the media
 - High level contribution to debates within the Board of Trustees in relation to the current priorities for the organisation
 - Representation of the CIEH nationally and internationally
- 2.4 The appointment of the President is made by the Board of Trustees, on the recommendation of the Appointments and Remuneration Committee, having regard to the needs of the organisation and the focus of the Corporate Plan. Nominations may be sought from the membership or the wider environmental health community. Candidates will be identified by the Committee through a process of direct approach, nomination, advertisement or recommendation.
- 2.5 All candidates for the Presidency will be asked to provide a competency statement and to demonstrate their ability to fulfil the requirements of the position.
- 2.6 The Appointments and Remuneration Committee will determine the application and selection process for the role and will interview those candidates it selects.

3. Vice Presidents

3.1 Vice Presidents shall be individuals who are considered to be well placed to advance and support the CIEH in achieving the mission, aims and objectives of the organisation or to environmental health generally. Vice Presidents do not need to be members of the CIEH but can become honorary members by position. The duties of a Vice President include:

- Advancing the CIEH and its mission, aims and objectives
- Supporting CIEH initiatives and activities
- Making introductions for the CIEH
- Identifying issues of concern for consideration by the CIEH
- Being involved in information exchanges, lobbying and other advocacy activity

3.2 The role of the Vice President should not cause a conflict of interest or derogation from their normal every day occupation or duty.

4. Honorary Members

4.1 Honorary Members shall be individuals of high standing through holding positions of importance to the environmental health profession or have rendered distinctive or special service to the knowledge, research, practice or application of aspects of environmental health, nationally or internationally.

4.2 The Honorary Member shall comply with the Code of Ethics for members.

5. Appointment of Honorary Members and Vice Presidents

5.1 Vice Presidents and Honorary Members may be nominated by any member, or by Regions, Branches or Special Interest Groups.

5.2 All nominations will be supported by a short written statement from the proposer stating why the candidate should be considered for a Vice Presidency or Honorary Member status. The applications will be considered by the Appointments and Remuneration Committee and a recommendation made to the Board of Trustees. They shall pay no subscriptions

6. Period of office

6.1 Honorary Members and Vice Presidents shall retain their designation for three years or until such time as they resign or as determined by the Board of Trustees.

6.2 All Honorary Member and Vice President appointments will be reviewed by the Board of Trustees, every three years from the date of confirmation of position to decide whether the appointment be continued, amended or terminated.

7. Other related documents

- Board of Trustees and supporting committees Operational Procedures
- Schedule of Delegations
- Recruitment of Trustees and Committee members - Operational Procedures
- Code of Conduct for Trustees, committee members, Assembly Representatives
- Code of Professional ethics for Members

Agreed by the Interim Board of Trustees on 26 January 2012, amended by the Board of Trustees on 10 July 2013, 26 November 2014, 19 October 2015 and 27 April 2017

Agreed by the Assembly on 18 November 2015 and 2 May 2017