



President and Vice-Presidents

Operational Procedures

1. Introduction

- 1.1 This document sets out the operational procedures and process for the appointment of the President and Vice Presidents.
- 1.2 These Operational Procedures are made under the CIEH General Regulations.

2. President

- 2.1 The President of CIEH shall be appointed as a Trustee on the Board of Trustees (Board). The role of President is an honorary officer of CIEH, as determined in the Charter. The term of office is one year; the maximum term is three years.
- 2.2 The President is primarily an ambassadorial role. The duties include:
 - High level advocacy and promotion of CIEH, its mission, aims and values
 - Meeting with governments and other key stakeholders on behalf of CIEH
 - Providing a focal point for CIEH in the media
 - Contribution to debates and decision making within the Board
 - Representation of CIEH, nationally and internationally.
- 2.3 The appointment of the President is made by the Board, on the recommendation of the Appointments and Remuneration Committee (ARC) and following a vote of endorsement among all CIEH members,. Nominations must be sought from members and may be sought from the wider environmental health community. Candidates will be identified by the Committee through a process of direct advertisement.
- 2.4 The ARC will determine the application and selection process for the role and will interview those candidates it selects.
- 2.5 The Board may accept or reject the recommendation of ARC as to the appropriate candidate to appoint to the role of President. If it rejects such a recommendation, it shall be a matter for ARC to identify a further candidate in accordance with its agreed selection process.
- 2.6 The Board having accepted such a recommendation, the Chief Executive shall arrange for a vote of all CIEH members (in membership on the opening date of the ballot) to be held.

Voting shall open, no later than 56 days after such acceptance by the Board. The period in which votes may be cast shall be no shorter than 14 days.

- 2.7 It shall be for the Chief Executive to arrange such a ballot in a manner that they think fit, subject to compliance with the general principles laid down in the Board of Trustees Election Procedures. The question on the ballot in such a vote shall be to invite members to accept or reject the recommendation of the Board.
- 2.8 It is the policy of the Board that, the members having endorsed the appointment of a person to the role of President, it shall appoint that person to the role.

3. Vice Presidents

- 3.1 Vice Presidents shall be individuals who are considered to be well placed to advance and support CIEH in achieving the mission, aims and objectives of the organisation or environmental health generally. Vice Presidents need not be members of CIEH but will become honorary members on appointment. The duties of a Vice President include:
 - Advancing CIEH and its mission, aims and objectives
 - Supporting CIEH initiatives, campaigns and activities
 - Making introductions for CIEH
 - Identifying issues of concern for consideration by CIEH
 - Being involved in information exchanges, lobbying and other advocacy activity.
- 3.2 Appointments to the role of Vice President should not cause a conflict of interest with other roles held by appointees and any potential such conflicts that might be manageable must be declared on appointment or when they arise, if later.
- 3.3 Vice Presidents may be nominated by any member and will be appointed by the Board.
- 3.4 Vice President appointments will be reviewed by the Board, every three years from the date of confirmation of position to decide whether the appointment be continued, amended or terminated. There is no maximum term of office.

Agreed by the Board of Trustees on 5 December 2024

To be reviewed before 31 December 2026