**Role Profile**

**Member of the Chartered Banker Institute Membership Forum**

**1. Constitutional Position**

1.1 The Institute’s new Royal Charter and Rules establish a Membership Forum, responsible for representing the Institute’s membership and ensuring that members’ views are appropriately reflected in the direction and activities of the Institute. The Membership Forum is also intended to play an important role in promoting the Institute and the benefits of membership within the banking industry.

1.2 The Membership Forum will consist of at least twenty members of the Institute, including but not limited to:

* + Chair and Vice-Chair (appointed *ex-officio)* who shall be members of the Board of Trustees
  + Fellows
  + Chartered Bankers
  + Associates and Certified Professional Bankers
  + Student members
  + Young Bankers[[1]](#footnote-1)
  + International members.

1.3 Membership Forum members will be recruited by open selection on the basis of expertise, experience and skills. The recruitment process, including the development of a Skills Matrix, will be overseen by the Institute’s Nominations Committee and supported by the Chair and Vice-Chair of the Membership Forum.

1.4 Members of the Membership Forum will be appointed for a three year term and will be eligible for re-election.

1.5 It is anticipated that some members of the Membership Forum may seek, at the appropriate time, appointment to the Board of Trustees.

**2. Principal Tasks**

2.1 The Membership Forum’s principal tasks include:

* Advising the Board of Trustees on matters relating to the development of the Institute’s strategic plans, and annual business plans;
* Advising the Board of Trustees on matters of concern and interest to the Institute’s membership;
* Advising the Board of Trustees and the Institute’s Leadership Team on the needs of members to ensure the Institute provides the benefits and services desired;
* Promoting the Institute, and the benefits of membership, within the banking industry;
* Assisting in the recruitment and retention of members;
* Advising on, participating in and overseeing activities and measures to enhance member engagement;
* Promoting the geographic expansion of the Institute;
* Consulting with the Nominations Committee to agree skills and experience required of new Board Members, and proposing candidates (subject to Nominations Forum approval) meeting the agreed criteria; and
* Consulting with Board to agree the nominations for President and Vice-President.

2.2 It should be noted that:

* Members of the Membership Forum are NOT Trustees of the Institute, and have no legal responsibility for the Institute’s affairs, unless they are appointed to the Board of Trustees; and
* Members of the Membership Forum do not speak for the Institute in public/to the media, except with the prior approval of the Institute’s Chief Executive.

###### **3. Skills and Experience**

3.1 With the possible exception of Young Bankers, members of the Membership Forum must be a members of the Institute in good standing, with an understanding of the Institute’s mission, objectives and activities.

3.2 The Institute’s Nominations Committee has developed a Skills Matrix setting out key areas of knowledge and expertise required for members of the Membership Forum. In brief, these include:

* Experience in Institute activities and affairs, and an understanding of members’ concerns and needs;
* Experience in one or more areas of banking relevant to the Institute;
* Ability to influence senior bankers and other key stakeholders on behalf of the Institute;
* Ability to participate an effective member of the Membership Forum, and of corporate governance more broadly;
* Understanding of the professional education/professional body sector; and
* Good spoken and written communication skills.

**4. Time Commitment**

4.1 Members of the Membership Forum should be willing and able to commit such time to the role as is necessary to fulfil their duties effectively. It is anticipated that the time commitment will require the equivalent of at least 3-4 working days over the course of a year.

4.2 Members will be expected to attend in person the two Membership Forum meetings held each year, with each meeting lasting for approximately 4 hours, plus lunch or dinner. It is anticipated that one of these meetings will coincide with the Board of Trustee’s annual strategy session.

4.3 Members are also expected to prepare for meetings, including but not limited to consulting with other Institute members, reading meeting papers, and consulting with the Chair/other members in advance of meetings.

4.4 In addition, it is anticipated that members will attend, where possible, flagship Institute events such as the AGM and Young Banker of the Year Final.

4.5 The Membership Forum may transact business of a regular nature and between scheduled meetings via videoconference, teleconference or e-mail as required.

**5. Authority**

5.1 Members of the Membership Forum are authorised to seek any information they require from any employee of the Institute in order to effectively perform their duties.

1. The requirement to be a Member of the Institute may be waived by the Institute’s Nominations Committee where the Young Banker of the Year winner and/or other Young Bankers are not members of the Institute. [↑](#footnote-ref-1)