

## ROLE STATEMENT – CIPFA SOUTH EAST JUNIOR VICE PRESIDENT

### Primary role:

The Junior Vice President supports the Vice President and President with their roles and responsibilities relating to the CIPFA South East (CSE) Region, playing a leading role in monitoring the delivery of the annual development plan and helping the Regional Council to build a network of supporters, sponsors and speakers for future events.

<b>Main duties &amp; responsibilities</b>	
1	To deputise for the President/ Vice President in chairing Regional Council meetings or attending meetings with Regional sub-groups, other accountancy bodies, other partner organisations and other external relevant organisations as necessary on behalf of the Regional Council.
2	To take the lead on monitoring progress against the development plan and preparing reports for Council on progress.
3	To take the lead on recommending to Regional Council the submissions for regional awards at the regional forum. Following agreement from Regional Council, co-ordinate the submission of the regional awards to relevant CIPFA HQ officers.
4	To engage and network with other CCAB chairs, award winners and other invited guests at the Regional Annual Dinner as an ambassador for the Regional Council in supporting the President.
5	To engage and develop a network of supporters, sponsors and speakers for future regional events.
6	Actively seek new volunteers to join and contribute to council and regional activities, identifying potential candidates for Regional Council and sub-groups to support the sustainability of the Region.
7	As Junior Vice President, attend Council meetings, contribute to and engage in regional council activities alongside generally supporting the activities of the Region.

## ROLE STATEMENT – CIPFA SOUTH EAST PAST PRESIDENT

### Primary role:

The Past President uses their experience and knowledge of the President role to support the current Regional President fulfil their role. They are a useful repository of corporate memory and support to ensure continuity for the Region.

<b>Main duties &amp; responsibilities</b>	
1	To support the President by updating the President and CIPFA South East Council of the outcome of the narrative for the previous two Presidential years, including the status of any unfinished projects or business from the outgoing themes for the year thereby ensuring a handover of specific knowledge and expertise.
2	To advise and guide the President on any contentious or provocative issues that may arise from a governance and mentoring perspective so that the President is able and confident to deal with the issues without undermining their role or that of the Region.
3	To engage and network with other CCAB chairs, other Regional Presidents, sponsors, newly qualified members and other invited guests at the Regional Dinner or other events as an ambassador for the Society in supporting the President.
4	Assist the President in identifying potential candidates for senior Council positions to ensure continuity for the Region in critical roles.
5	As a Member of CSE Council, attend Council meetings and contribute to and engage in regional council activities.
6	As a Member of the CSE regional council, actively seek new volunteers to join and contribute to council and regional activities.

## ROLE STATEMENT – CIPFA SOUTH EAST CORPORATE MEMBER

### Primary role:

Corporate Members of CIPFA South East (CSE) Council actively participate in Council responsibilities using their experience and views to enable the effective running of events, contributing to plans and helping to develop policies. They also act as ambassadors and representatives of CSE.

<b>Main duties &amp; responsibilities</b>	
1	To support and actively participate in the activities of the Council in fulfilling the objectives set out in the Development Plan, including generating ideas and new initiatives for the Regional Council.
2	To attend CSE Council meetings and contribute to debates and discussions. Commit to attend in person or on-line the majority of CSE Council meetings each year.
3	To bring to Council the views of other CIPFA members and the experiences of the sector in which the Corporate Member is employed.
4	To contribute to the published documents required by the Council e.g. Development Plan, Annual Report, newsletter etc.
5	To assist in regional events organised by the Regional Council and to be a member of any specific event working group, and/or lead on the delivery of an activity.
6	To act as a representative of and ambassador for CSE at regional and national events.
7	As far as possible attend the main CSE events: Spring Conference & AGM, Regional Annual Dinner, and where appropriate support the local group events.
8	As a Member of the CSE regional council, actively seek new volunteers to join and contribute to council and regional activities.