



Chartered
Insurance
Institute
Standards. Professionalism. Trust.

Board & Committee Appointment Pack 2019

CII Engagement Board Member



CII Engagement Board Member

The Chartered Insurance Institute (CII)

As a Royal Charter Body the CII's fundamental purpose is to build public trust in the insurance profession. The Charter was granted by King George V in 1912 on the advice of his Privy Council and confers independent legal personality on the CII and defines its objectives, constitution and powers. Charters are granted to organisations that are pre-eminent in their field and incorporated primarily to advance the public interest.

As the largest educational and professional body operating in the insurance and financial services market its examinations are taken worldwide. Membership of CII is over 127,000 of which 40,000 (Personal Finance Society members) are engaged in the provision of financial advice largely to the retail market. The CII's aim is to create a united profession which provides members in all sectors within the profession and many parts of the world with the best possible education, support and guidance from their professional body. In so doing, governments, regulators and employers will see the organisation as an important source of thought leadership, expertise and best practice. We deliver our strategy through relevant learning, engaged membership and insightful leadership.

Overview of the appointment:

With the recent changes to the CII's Bye-laws a new position is being introduced to the CII Board to ensure that the voice of the member is taken into account during Board discussions and decision-making. The Engagement Board member roles are open to all members who can demonstrate that they have recent and an active member engagement experience. For example; attending regional events, actively participating with their local institutes or regions and attending webinars. This position is open to current CII/PFS members; as part of the application process please include your CII/PFS PIN in your covering letter.

There will be four Engagement Board Member roles, which will be appointed over time and it is our intention to leverage these roles to represent our wide and diverse membership.

To ensure we represent our wide and diverse membership and to reflect our strategic objectives we have identified the following areas will be required for each of the four roles and it is our intention to appoint this first role representing our financial planning sector;

- Appointment 1: Financial planning
- Appointment 2: International and London Market
- Appointment 3: Commercial Lines
- Appointment 4: Retail Insurance

We will be using these roles to bring other experience to the Board so, whilst all members are eligible to apply, there will be individual requirements which will change for each recruitment campaign. **With this appointment we are ideally looking for Personal Finance Society and financial planning representation.**

The CII Board is responsible for leading and developing the strategic direction of the CII as a public trust body and promoting, through the strategy, the CII's object to "secure and justify the confidence of the public". The Board must ensure that there are sufficient financial and human resources in place to enable the CII to achieve its strategic aims within a system of effective internal controls and risk management procedures. To enable the CII to meet its objectives, the Board must set the tone of the Institute from the top and establish a culture where an understanding of public trust and ethical values persist.

Our Board Members are driven and purposeful in their delivery and execution and have clarity of thought enabling insightful contribution to discussions and decision making. Passionate and committed to actively contribute to deliver on our strategic objective through our values of excellence, visionary and open community in a united profession.

CII Engagement Board Member

Responsibility and accountability of the appointment:

1. Acting as the membership voice in Board discussions and decision making
2. Providing insight and making valuable contributions to Board discussions in relation to the CII's strategic direction.
3. Exercising reasonable care, skill and diligence and ensuring CII's compliance with all relevant laws, regulations and codes of practice.
4. Avoiding conflicts of interest and being open and transparent where a conflict or potential conflict of interest arises.
5. Monitoring the performance of the Executive Team particularly with regards to the progress made towards achieving CII's strategic aims.
6. Establishing the CII's risk appetite and monitoring the significant risks the CII may mitigate against to ensure effective risk management and control procedures.
7. Ensuring that CII's assets are managed prudently and used to promote the aims and objects of the CII.

Type of Appointment:

Paid role of £8,000 per annum; Non- executive appointment.

Term of Office:

Term of office will be for a maximum of 3 years; a second term of three years is possible in exceptional circumstances.

Reporting to:

The Chair of the CII Board

Availability:

- 4 Board meetings (approximately 3 hours) and 2 full day strategy sessions a year
- 2 Local Institute National Forum meetings per year
- 2 Local Institute Network Conference each year
- 2 webinars/question and answer sessions to be held with the membership each year
- Any additional training and engagement sessions
- Preparation for meetings
- Appraisal meeting each year and an appraisal with the Chair of the Board (either by telephone or in person)

The following experience, skills and knowledge are required:

Qualifications	Holds a professional qualification either CII or PFS.
Experience and background	<p>Active and recent engagement with CII/PFS and with the members.</p> <p>Involved in member wide initiatives eg: PFS regional activities, or CII local institute activities.</p> <p>Recent experience of working in the financial planning profession.</p> <p>Experience and understanding of consumer and regulatory environment for financial services.</p> <p>This appointment is ideally looking for PFS experience and active contribution to the profession.</p>
Professional Body Membership	Membership of CII or PFS
Experience and background	<p>Active and recent engagement with CII/PFS and with the members.</p> <p>Involved in member wide initiatives eg: PFS regional activities, or CII local institute activities.</p> <p>Recent experience of working in the financial planning profession.</p> <p>Experience and understanding of consumer and regulatory environment for financial services.</p>
Data and Management information	<p>Ability to understand and interpret the views and concerns of the wider membership and to ensure this is taken into consideration when making decisions.</p> <p>Ability to identify, interpret and evaluate complex information.</p> <p>Ability to resolve complex matters, dealing with ambiguity, and asking probing questions.</p> <p>Ability to engage in detailed questioning of plans and proposals to test out their implications and to ensure they are appropriate and consistent with the CII's objectives.</p> <p>Demonstrates understanding of the wider strategic environment and takes relevant issues into account when making decisions.</p>

Judgement and decision-making	Ability to debate and express reasoned judgement; ability to assess the strategic implication of decisions and to reach appropriate, timely decisions consistent with the CII's vision and strategy whilst balancing pragmatism.
Communication	<p>Ability to act as the membership's voice on the Board and to communicate member views and concerns effectively.</p> <p>Ability to communicate with members and deliver the Board's key messages and strategic plans to the membership.</p> <p>Ability to express views in and opinions in a clear, concise and constructive manner using appropriate channels to get the point across.</p> <p>Operates with a variety of styles as the need arises and able to think on one's feet including answering questions during member webinars.</p>
Business acumen	Ability to translate business and commercial requirements balanced against the needs a professional body.
Guidance and support	<p>Ability to recognise when advice and guidance are required to inform Board members or managements' thinking and/or action.</p> <p>Ability to contributes ideas for service improvements.</p> <p>Draws on own and others expertise and experience to develop ideas.</p> <p>Encourages and responds positively to ideas from others.</p>

Schedule of CII Engagement Board Member appointment

Date	Schedule
Friday 26 th July 2019	Closing date for applications
Friday 16 th August 2019	Shortlisting concludes
Friday 20 th September 2019	Interviews conducted
Tuesday 1 st October 2019	Interviews conducted
Friday 4 th October 2019	Interviews conducted
w/c 21 st October 2019	Applicants informed of outcome
November 2019	Induction day
Wednesday 4 th December 2019	CII Board Meeting – to attend as an observer