President and Vice-President Operational Procedures

1. Introduction

1.1 This document sets out the operational procedures and guidance 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. The role of President is an honorary officer of 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:
   - 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
   - High level contribution to debates within the Board of Trustees in relation to the current priorities for the organisation
   - Representation of CIEH nationally and internationally.

2.3 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 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 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.
2.5 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 well placed to advance and support CIEH in achieving the mission, aims and objectives of the organisation or environmental health generally. Vice Presidents do not need to be members of CIEH but can become honorary members by position. 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.

3.3 Vice Presidents and Honorary Members may be nominated by any member, or by Regional Hubs or Special Interest Groups and will be appointed by resolution of the Board.

3.4 Vice Presidents shall retain their designation for three years or until they resign or as determined by the Board of Trustees.

3.5 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.

Agreed by the Board of Trustees on 2 May 2019.

To be reviewed before 30 April 2021.