



Chartered
Institute of
Housing

Vice president 2024

Nomination information pack

April 2024

Foreword

Thank you for your interest in becoming vice president of the Chartered Institute of Housing (CIH) in 2024-25.

This is a significant voluntary role within CIH. Working closely with Elly Hoult, president elect, nominees for vice president must demonstrate that they can be effective leaders for the profession and an ambassador for CIH in the UK.

They must be an inspirational figure for CIH members and the wider housing sector and provide challenge for improvement; they must be comfortable in the public eye and a willing champion for housing issues.

“The housing sector plays an essential role in society and in our economy. Being the CIH president provides you with an opportunity to promote this critical role and the importance of housing professionals who can deliver positive change to the lives of individuals, communities, and wider society.

The professionalisation agenda has been a massive focus for the housing sector over recent years but it’s something that I have always been incredibly passionate about. My presidential campaign, Be EPIC, has afforded me the opportunity to promote the core attributes and characteristics which we should all aspire to meet and that support us to become competent professionals.

Think about what is important to you and how as the CIH president, you could shine a light and bring focus to the issue which you are really passionate about. I would like to encourage members to apply to become the next vice president, so that you too can have the opportunity to make a positive impact on our sector.”



Jill Murray BA FCIH
CIH president (2023/24)

Nominees who meet the agreed person specification for the post will go forward for election by the membership of CIH.

The ballot will commence in May 2024 and the person elected will take office with effect from the CIH annual general meeting (AGM) in October 2024. It is expected that the person appointed will become CIH president at the AGM in 2025.

Nominations open 9am, 15 April and close at 5pm, 17 May 2024.

Voting opens 9am, 17 June and closes at 5pm, 17 July.

1. Introduction to the role

The vice president supports the CIH president during their term of office and, it is expected, will succeed to the presidency when the president's term expires. The person specification for this role is therefore that of the president.

The president's key responsibility is an externally facing, ambassadorial role for UK members and the sector. However, the role is also important to the organisation's overall effectiveness and success through their link between the UK membership and the governing board of CIH.

Upon appointment as president, and for the duration of their term, the president also becomes a CIH trustee and a member of CIH's governing board.

The vice president may also be asked to join the governing board as a co-opted member in the year before their appointment as president.

The governing board meet at least four times a year and additional time is required to review board papers and information circulated between meetings.

The time commitment required for the position will be circa 2-3 days per month, but this varies and will be exceeded in certain months.

2. Role description

In appointing a vice president, CIH is looking for someone who can readily assume the role of president and meet the full requirements of that post.

The term spent as vice president will provide the successful candidate with an opportunity to support the president but, more significantly, to develop a clear understanding of that role and to prepare for office as president themselves.

Role and purpose

The president should:

- Be an effective leader for the profession and an ambassador for CIH
- Be an inspirational figure for CIH members and the wider UK housing industry and provide challenge for improvement
- Be a champion of the CIH equality and diversity framework
- Be a champion for housing issues
- Be one of the public faces of CIH, alongside the chair of governing board and the chief executive, involving media relations and PR work.
- Be a champion of CIH charitable objects and ensure any charitable work undertaken as part of the presidency is in line with this and is a driver for positive change in the sector, across all of the UK nations
- Seek to ensure that the profession is not brought into disrepute and use their best endeavours to protect the reputation of CIH
- Have some responsibility for seeking to ensure that the broad governance of the CIH is effective
- Be regarded as an informal natural arbiter within the CIH governance framework.

Task requirements - president

It is expected that the president will:

- Promote the housing profession
- Promote CIH charitable objects and principles of equality, diversity, and inclusion
- Ensure all trustees, members, and the senior executive comply with the CIH equality, diversity, and inclusion framework
- Attend CIH and other events as a speaker and spokesperson
- Communicate with members and the wider housing industry on important matters of housing policy and professionalism. The president is not ordinarily expected to represent the CIH's policy work but would do so in the president's speeches at the annual conference and the presidential event which would include agreed CIH policy positions and statements
- Support international liaison when specifically requested by CIH (primarily Republic of Ireland), to help CIH achieve its objectives
- Be a fully participating member of the governing board, with a right to attend and speak at all board meetings recognising that they are bound by its decisions
- Support the task of recruiting and appointing trustees and executive officers
- Set an agreed list of strategic objectives or priorities to be undertaken during the term of office, in consultation with the governing board
- Support the process of the appraisal of trustees and take part in this as required.

Task requirements - vice president

It is expected that the vice president will:

- Work with the CIH marketing and communications team to understand CIH principles and communications messaging
- Reach out to members as a key feedback link between UK membership and CIH
- Support UK members to maximise their member benefits
- Participate in governing board meetings as a co-opted member of the board, if appointed
- Liaise with the president to cover events when the president is unable to attend
- Develop their campaign ideas in preparation for their term as president.

3. Skills, qualities and experience/person specification

The vice president is required to evidence in their covering letter:

- Being an advocate of the profession and professionalisation in the sector
- A demonstrable understanding of CIH's charitable objects and strategy
- A distinguished career within the profession with evidence of meeting the professional standards
- Senior (managerial) expertise and evidence of inspirational leadership
- Substantial experience and contribution as a member of CIH.

Please send a covering letter alongside your CV outlining how you meet the above criteria.



4. Election and term of appointment

- a) Any CIH member of any grade will be eligible to stand for election to the post of vice president provided they meet the agreed person specification. Only people who meet this specification will be put forward for election by the recruitment panel.
- b) The vice president will be elected by the membership based on the extent to which they will deliver the requirements of the role description and meet the person specification.
- c) The only ballot held will be to elect the vice president. Subject to formal confirmation by the governing board, and unless there are exceptional circumstances, the vice president will succeed to the presidency.
- d) The president will serve a one-year term of office. There is an option of serving a second-year term, but this is subject to the request and agreement of the governing board. In such circumstances, the president will be elected unopposed for the second year. The length of the vice president's term of office will therefore depend upon the length of the president's term chosen.
- e) A former president cannot be elected as vice president.
- f) The process to identify candidates for election will be robust and challenging to ensure that only suitable candidates (measured against the person specification) qualify for the ballot.
- g) The recruitment panel will assess all nominees and decide who should stand for election by reference to the person specification.
- h) Vice presidential election candidates will be required to produce a manifesto / CV / idea and take part in hustings in support of their nomination for the consideration of the membership.
- i) The election will be conducted using an "alternative vote" method.

The post is voluntary and unremunerated.

5. How to apply

All expressions of interest and applications, including your covering letter and CV, should be made via this link: <https://cih.org/vice-president-nomination>

For an informal conversation about this role, contact Elly Hault, CIH president elect, at governance@cih.org or Angela Starkey, assistant company secretary at angela.starkey@cih.org.

On the application, please make clear your preferred contact details.

The deadline for the receipt of nominations is **5pm, Friday 17 May 2024**.

Thank you for your interest.



Gavin Smart

Chief executive, April 2024



Geraldine Howley

Governing board chair, April 2024