

Job Description for CILIP Councillors

About CILIP

CILIP is the leading professional body for librarians, information specialists and knowledge managers. It provides practical support for members throughout their careers and speaks out on behalf of the profession.

CILIP's mission is to be the leading voice for information, library and knowledge practitioners, working to advocate strongly, provide unity through shared values and develop skills and excellence. More information about CILIP can be found at:

www.cilip.org.uk.

Overall purpose of CILIP Council

To be a CILIP Councillor you must be a member of CILIP. CILIP Councillors are elected by the membership and there can also be some co-options. If elected as a CILIP Council member, you become a Councillor of CILIP as a charity. Council is responsible and liable for the management of CILIP; they are accountable to a variety of stakeholders, including members and the Charity Commission.

The role:

Councillors must ensure that CILIP acts within its charitable objects at all times. Councillors are responsible for determining and overseeing the overall strategic direction of CILIP. They have corporate responsibility for ensuring that CILIP complies with any statutory requirements and ensuring that high standards of corporate governance are observed at all times. Councillors must actively engage with CILIP's stakeholders, to act as ambassadors for CILIP.

Key responsibilities:

1. To set the strategy and ensure the effective management of CILIP through the Executive.
2. To ensure that CILIP pursues its charitable objectives and the purpose of its Royal Charter.
3. To ensure the financial stability of CILIP and that proper financial management is in place.
4. To ensure that effective management and administration is in place.
5. To ensure that the assets and property of CILIP are effectively safeguarded.
6. To set and approve policy for CILIP.
7. To uphold the Code of Conduct and Ethics of CILIP.

8. To be ambassadors and advocates for CILIP in all circles of influence that Councillors work in.

Individual responsibilities:

9. To be able to commit time to regularly attend and contribute to Council meetings and participate in any working groups as required.
10. To play an active part in meetings, debate and discussion.
11. To take due care and attention in deliberating on the affairs of CILIP.
12. To use their own skills and experience to benefit good decision making.
13. Using specialist skills and knowledge to benefit Council's decision making.
14. Not to bring personal or conflicted interests to Council.
15. Not to undertake activities that bring CILIP into disrepute.

Person specification:

All candidates for election to CILIP Council should be able to demonstrate the following:

- A commitment to and understanding of the activities and services of CILIP and its charitable objectives.
- Interest in the strategic issues facing CILIP.
- Experience of strategic decision making.
- The ability to operate effectively at Councillor level or equivalent.
- Excellent communication skills and the ability to act as an ambassador for CILIP and to engage in advocacy activities.
- An understanding of the legal and financial responsibilities of the role.

Supporting information

CILIP supports and promotes an equal opportunities policy. Candidates are welcomed regardless of gender, age, marital status, disability, religion, political opinion, sexual orientation.

<u>Time commitment:</u>	Council meets six times per year. An estimated two days per month would be needed to cover preparation for, and attendance at, Council meetings. Members are also expected to play an ambassadorial role for CILIP.
<u>Location of meetings:</u>	Meetings take place at the London offices of CILIP on most occasions.
<u>Remuneration:</u>	Payment of travel and out-of-pocket expenses.
<u>Duration of appointment:</u>	An initial term of three calendar years.