

## **Membership & Branches Committee Member Role Description**

### **Overview**

The primary role of this committee is to provide recommendations to Council on key issues related to the organisation's branch network, membership and member services. The committee advises on matters such as the establishment, dissolution and geographical adjustments of branches, as well as changes to their administration.

The committee is tasked with implementing Council's strategy to grow or maintain membership numbers by promoting membership, Chartered Tax Adviser status and ADIT Affiliate status. It also manages and develops the Joint Branch Network and works to enhance the benefits and services available to members and ADIT Affiliates.

As a committee member, you will play a role in shaping the direction and success of the Institute. It is important that you have a genuine interest, passion and care for the work of the committee, as your dedication will influence the effectiveness of our initiatives. Your commitment to these responsibilities will ensure that the committee's work aligns with the broader goals of the Institute and delivers tangible benefits to both the organisation and its members.

### **Reporting**

The committee is a standing committee of the Chartered Institute of Taxation and reports to and is accountable directly to Council (the Board of Trustees). The Conferences Subcommittee, the Joint Branches Subcommittee and the Joint New Tax Professionals Subcommittee are subordinate to and report directly to this committee.

### **Key responsibilities**

The role of a committee member is to:

- a. Regularly attend scheduled committee meetings.
- b. Carry out actions as agreed upon and set by the committee.
- c. Participate in discussions and making decisions as a collective and hold joint responsibility for decisions and actions taken by the committee, even in your absence.
- d. Ensure all decisions are made in the best interests of the Institute and that your role is carried out effectively.
- e. Raise any concerns over any item of discussion that may pose a real or potential risk to the Institute.
- f. Respect the confidentiality of all committee information and discussions.
- g. Declare all real or perceived conflicts of interest to the Chair.

- h. Inform the Chair if you believe the committee is exceeding its delegated powers. (See terms of reference in Appendix A)

## Benefits

The benefits of being a committee member:

- **Professional development:** Opportunity to develop new skills and enhance existing ones through active participation in committee activities.
- **Networking:** Expand your professional network by working alongside a diverse group of individuals.
- **Impact:** Make a meaningful contribution to the success and growth of the Institute.

## Commitment

The commitment expected of committee members is to:

- Attend all scheduled committee meetings, which typically occur three times per year and last approximately two to three hours.
- Allocate sufficient time to review meeting papers and reports prior to each meeting. This preparation is crucial for effective participation and decision-making. Approximately two hours.
- Be available for additional tasks and responsibilities that may arise between scheduled meetings.
- Attend the annual Admission Ceremony (normally March/April).
- Attend branch events in your local area (and beyond wherever possible).

## Skills and experience

We expect committee members to have, or be willing to develop, the following skills:

- **Strategic thinking:** Ability to engage in high-level discussions, offering insights that align with the organisation's strategic goals and charitable objectives.
- **Critical analysis:** Skilled in evaluating reports, proposals and presentations provided by the Executive (employees of the Chartered Institute of Taxation (CIOT)), ensuring informed decision-making.
- **Effective communication:** Strong verbal and written communication skills to articulate viewpoints clearly.
- **Decision-making:** Experience in making balanced and impartial decisions, taking into consideration various perspectives and the organisation's best interests.

- **Collaboration:** Ability to work constructively with fellow committee members and the Executive, fostering a cooperative and respectful environment.
- **Governance:** Understanding of governance principles.
- **Equity, Diversity and Inclusion (EDI):** Commitment to equity, diversity and inclusion principles.
- **Commitment:** Demonstrate a dedication to the role, with a genuine interest in advancing the organisation's mission and charitable objectives.

## **Appendix A - Terms of Reference**

1. The Committee advises and makes recommendations to Council on the following matters:
  - a. Changes to the Branch Network, including:
    - i. The approval and establishment of Branches
    - ii. The dissolution of Branches
    - iii. The variation of the geographical area of the branch
    - iv. Changes to the administration of branches or any prescribed rules relating to their management
  - b. Make recommendations to Council to exclude members for non-payment of subscription fees
  - c. In conjunction with the Education Committee, make recommendations regarding the qualification criteria for admission to any new membership grade
2. The Committee discharges the following duties on behalf of Council:
  - a. To carry out the Council strategy with respect to increasing or maintaining the number of members by the promotion of membership of the Institute, Chartered Tax Adviser status and ADIT Affiliate status
  - b. To encourage participation in the Institute's activities by the promotion, development and management of the Joint Branch Network
  - c. To provide and develop benefits and services for members and ADIT Affiliates
3. The Committee shall provide oversight on the following matters:
  - a. Oversight of membership and the value proposition of membership
  - b. Oversight of events including :
    - i. Admission Ceremonies
    - ii. Fellows' Dinners
    - iii. Members' Conferences
  - c. Oversight of the Branch Network, to include:
    - i. The delivery of technical and professional CPD
    - ii. The support of volunteers
    - iii. Engagement with members through the network
    - iv. The growth of branches in support of members
  - d. The policies and procedures around the management of the membership database (including the application process for membership)
4. The Committee shall support the Member Services Team on the following:
  - a. Online register of members
  - b. Communication with members in respect of their admission and regulation