

Global Board of Trustees

CIPS Briefing Document

GBT

Composition

(desired experience and knowledge)

The Trustees on CIPS Global Board of Trustees have key responsibilities. The first is a governance role, and fiduciary responsibility, for CIPS as an organisation. The second is to bring appropriate advice, support and challenge to the decisions on the strategic direction of CIPS. The third is to ensure that CIPS is always aware of the broad context in which we operate, how this may change, the evolving needs of the profession and helping CIPS executive leadership to ensure CIPS will always be relevant to members and the profession. These are not the only responsibilities of the Trustees, but they are important ones.

CIPS operates in a complex environment. There are three principal income streams of fees for Membership, Qualifications and Training; CIPS has offices around the world, with over 65,000 members residing in more than 150 countries; CIPS works with both private and public sector organisations, global agencies, education establishments and covers a broad range of sectors including retail, defence, construction and consumer products. CIPS is a charity, a not-for-profit organisation, with a commercial outlook; CIPS has a UK Royal Charter, is an Awarding Body and is governed by the principles of the Charity Commission, the Privy Council and Ofqual in the UK as well as other regulators in different jurisdictions. The outlook for CIPS is increasingly international, with a UK head office and the growing proportion of non-UK Members, Exams and revenues now exceeding those from the UK.

The aim is that between the group of Trustees there is a breadth of experience, knowledge and diversity which allows the GBT, as a team, to effectively discharge their responsibilities. We recognise that Trustees are volunteers and as such we have to seek out those that can give the necessary time commitment to participate in GBT meetings and to serve on sub-Committees.

We have identified a range of desired experience and knowledge for our Trustees. When appointing Trustees the objective is to fulfil, in aggregate, these criteria and skillsets as completely as possible. The following is the list of desired criteria:

- General business leadership – including international and non-UK operating environments
- Chair of organisations; experience of running a P&L
- Operational and strategic experience of Procurement and Supply
- Finance/accounting expertise – with a professional accounting qualification
- Understanding of Digitalisation – strategy and delivery
- Appreciation of Governance, Compliance, Risk and Legal topics
- Work with Educational establishments and Training organisations
- Experience of Membership organisations and practical knowledge of Volunteering
- Involvement in Business Development and / or Marketing and Communications

Although CIPS is an SME with 250 employees and a turnover of £40 million, the context and complexity is much more akin to an international organisation with significantly more employees, a £ billion turnover and operations in multiple countries. It is most likely that suitable Trustees will have gained relevant experience from operating at a senior executive level in such organisations. Experience of multiple organisations, multiple sectors and working / living in multiple countries are all highly appropriate attributes for CIPS Trustees.

When appointing Trustees we will choose those who meet multiple criteria such that the GBT in aggregate can cover all of the desired criteria, has the breadth of experience and knowledge, and has a good level of diversity between the Trustees in terms of gender, geography, ethnicity, sectors and professional disciplines. Individuals with general management experience in any organisation, high organisational level procurement and supply expertise in large complex organisations or deep knowledge of relevant professions outside of procurement and supply, are most likely to meet the desired criteria for CIPS Trustees.



Our Purpose

At CIPS, we inspire and power the profession to drive the transformation of supply chains for a more ethical and sustainable society.

Current Global Board of Trustees

The current Global Board of Trustees members information can be found on our website:

www.cips.org/about-us/governance



Role and Responsibilities of the Trustees

The Global Board of Trustees is the principal governing body of CIPS and is collectively responsible for the leadership and direction of the organisation.

The role of the Trustees includes:

- Setting the organisational strategy
- Overseeing, monitoring and evaluating the implementation of the strategy against agreed objectives
- Holding the Executive to account by providing constructive scrutiny and challenge
- Mentoring and supporting the Executive Team
- Offering independence, external perspective, skills and challenge
- Ensuring CIPS fulfils its Royal Charter and charity obligations under Charity Law
- Responsibility for the overall governance of CIPS Group globally
- Responsibility for prudent financial management of the organisation
- Responsibility for organisational risk management
- Oversight of the Board Committees: Nominations, Audit, People & Governance, Foundation, Disciplinary.

Time commitment

Initial 3 year term with a potential extension of 3 years; maximum of 6 years as a trustee

GBT meets quarterly – predominately virtually, and physically at CIPS office in Peterborough. Trustees are expected to participate in all meetings, however, overseas Trustees are only required to attend one meeting in person.

Adequate preparation for meetings is expected by undertaking pre-reading of all agenda papers

Responding to Board consultations or requests for information

All trustees will sit on at least one committee and provide additional contribution to working groups or projects, as required.

Remuneration

This is a voluntary, unpaid appointment. Reasonable expenses will be paid if required and where necessary.

Application and Appointment Process for Trustees

Application windows with the selection criteria will be published on the CIPS website and through CIPS social media channels with details of the application process.

The Nominations Committee will recommend candidates to GBT for endorsement. Candidates will then be proposed to members at the AGM/EGM for formal appointment on to the Board

Successful candidates will be required to attend an induction before beginning their term.

The role of the Chair of GBT

- Provides leadership to CIPS and the GBT
- Holds the GBT and the Executive to account for fulfilling CIPS' mission, vision and strategic direction
- Ensures Trustees fulfil their duties and responsibilities for the effective governance of CIPS
- Ensures that the GBT monitors the financial viability of CIPS with systems in place to provide accountability
- Chairs the GBT meetings efficiently bringing objectivity and impartiality to the decision making process
- Actively engages the Trustees building on individual strengths and encouraging participation
- Ensures decisions are made effectively and implemented accordingly
- Sets a positive and energised tone during meetings with a culture that is challenging and also collegiate
- Ensures that the Board composition is effective with the right balance of skills, experience and diversity
- Develops and maintains constructive relationships between the Trustees
- Chairs the AGM and the Remuneration Committee meetings
- Ensures that formal Board committees' are set up and managed effectively for delegated activities
- Regularly engages and if appropriate, performance manages, individual Trustees
- Acts as line manager for the Group CEO and is responsible for hiring and if required, for dismissing them.

Criteria for Appointment of the Chair of GBT

1. A current Trustee on GBT
2. Board level experience, ideally as Chair
3. Executive experience of leadership in organisations of, at least, the complexity and size of CIPS
4. Experience of working in an environment where challenge is acceptable and encouraged, and influencing skills are key
5. Experience of strategic decision making
6. Excellent communication and senior leadership skills
7. Experience of financial and operational management at executive level
8. Professional credibility and integrity
9. Good understanding of and commitment to the CIPS Charter Objectives, and CIPS mission, culture and brand
10. No conflicts of interest, whereby it could be perceived that a candidate could gain commercially or personally from the role of Chair

CIPS encourages applications regardless of gender, ethnicity, religion, disability, sexual orientation or age

Appendix A

Nominations Committee

The Nominations Committee (Noms Com) is a Board committee of the Global Board of Trustees responsible for appointing Trustees onto the Board and selecting independent members of the board committees.

Global Board of Trustees

Noms Com recommends candidates to the Global Board of Trustees against selection criteria to ensure that Trustees have the commitment and competence to discharge their responsibilities.

Noms Com ensures that the Trustees as a collective are balanced and not dominated by any single interest group and ensures that experiential, sectoral, geographic and diversity considerations are given appropriate weight.

The majority of Noms Com are Trustees who have been selected for the Committee due to their experience of leading significant functions, breadth of business experience and their access to executive board level networks across a wide spectrum of organisations and disciplines. Noms Com will also include executive search professionals and/or human resources experts to add independence to the process.

The CEO and CIPS Executive do not participate in the decision-making process including shortlisting or recommending a preferred candidate.

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