

Deputy President

The deputy president's year of office is primarily a year of preparation before assuming the presidential role. It is therefore recommended that the deputy president reads the section on the president, and shadow the president where possible, to prepare him/her for their year in office.

The deputy president will work with the president and other officers to ensure that the institute evolves smoothly over the time of his/her involvement as deputy president and then president. For institutes who have adopted two year tenures of office for both the president and deputy president the evolvment is spread over an even longer period ensuring even greater continuity.

Remember, the role of the local institute is primarily to adopt the objectives of the CII, as defined in its Charter and Bye-laws, for the benefit of your local members, prospective members, students and the local insurance and financial services community.

Consequently, the deputy president should develop a close working relationship with the CII and also with the Regional Membership Manager for the region.

Main responsibilities

- To support the president, and deputise for the president when the president is unable to attend functions as the representative of the CII and the industry, within the territorial boundaries of the local institute.
- To support the president in the creation of an annual development plan in conjunction with the Regional Membership Manager.
- To support the president throughout the annual local institute assessment in conjunction with the Regional Membership Manager.
- To shadow the president to prepare for his/her term of office.

- To encourage recruitment of new members of the CII (and thus of the local institute) in conjunction with the membership secretary.
- To encourage existing members to become involved with the local council and to take on officer roles.
- To identify and, in conjunction with the president and other institute officers, nominate a successor, as deputy president, to the council.
- To develop, in conjunction with the president and other senior local institute officers, a personnel succession plan for the institute.
- To chair meetings of the council in the absence of the president and such other committee or other meetings as the president may specify.
- To work with the treasurer and the president to gain an understanding of the financing of the local institute.
- To work with other members of the council to gain an understanding of the constitution and of the roles performed by the various council members.
- To develop (by the end of the February following election as deputy president) in conjunction with other council members, a programme of events for the forthcoming presidential year.
- To liaise with other professional and academic bodies to further the educational and social development of the local membership and to develop a programme of CPD events that will benefit the memberships of each of the professional bodies involved (thus obviating duplication and encouraging even higher quality speakers resulting from increased attendance at events).
- To take on such other responsibilities as the president may require and as commensurate with the arrangements agreed by the local institute's council.
- To understand how and why the Local Institute National Forum operates and to become involved or provide support to that forum as determined by the local council.
- Encourage dialogue with other local institutes and the CII (e.g. by opening a dialogue with other deputy presidents in the immediate region, and meeting the Regional Membership Manager for the local institute's region).
- To attend the CII Network Conference.