The Chartered Institute of Logistics and Transport

The Chartered Institute of Logistics & Transport Governance Document

This draft is based on the document that was adopted by the Council of Trustee's and approved on the 3rd~~0th~~ of May 2010.

The purpose of this revised version is to facilitate the merger of CILT International and CILT UK from a governance perspective, but will only cover CILT International.

Proposed changes are highlighted with comments, but the key ones are:~~.~~

- There is no inclusion of CILT UK structure
- Removal of the International Council and move responsibilities to either the COT or the IMC
- Inclusion of Wilat and Next Gen in the IMC
- Clarifications of the IESC and IMSC as standing committees under the IMC
- Addition of Secretary General duties

Jan Steenberg FCILT
Honorary Secretary and Trustee

June-September~~ly~~ 2020

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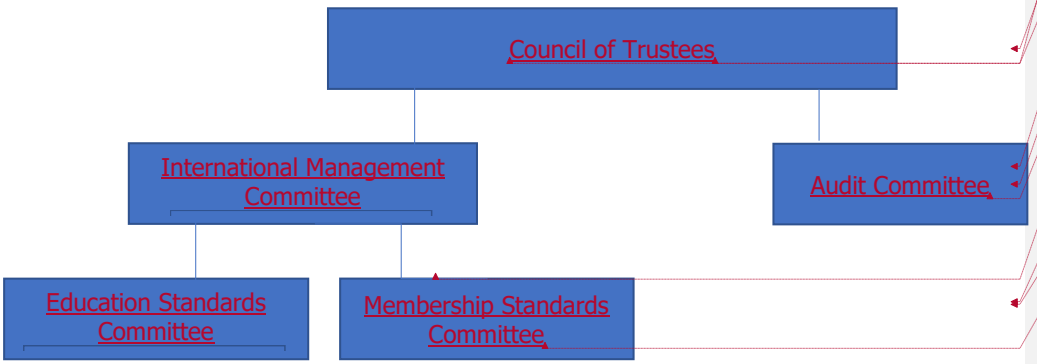
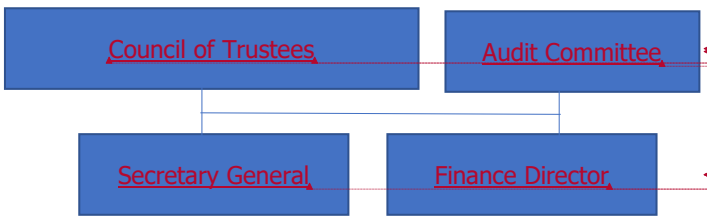
The Chartered Institute of Logistics and Transport

High Level Governance Structure:



There can be other committees appointed as an when required, mandated by one of the standing committee's above

Executive Structure:



The 3 executive officers of CILT will participate in the meetings and the work of the CILT Ltd Board, the COT and the Audit Committee, for as long as there are no conflicts of interests. The executive officers may also participate in committee

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meetings as required (IMC, ESC and MSC)

The Chartered Institute of Logistics & Transport

COUNCIL OF TRUSTEES

Status

The Council (of Trustees) takes its Status directly from the Charter of the Chartered Institute of Logistics and Transport:

- *Article 3* of the Royal Charter states that the property and affairs of the Institute shall, subject to the provision of the Charter, be administered, managed, directed and controlled by the Council, which may exercise for that purpose all powers, rights and authorities conferred upon them by the Bye-laws.

- *Bye law 38* provides that the Council shall have power and responsibility to administer, manage, direct, conduct and control the property, business and affairs of the Institute and in connection therewith and for the purposes thereof make regulations which shall be binding upon the member of the Institute and to exercise in the name and on behalf of the Institute all power, rights and authorities conferred by the Charter or the Bye-laws or by law and to do all such acts and things as may be dome by the Institute.

- *Bye-law 39* provides that the Council may regulate the meetings, procedures and proceedings of the Council and any Standing Committee of the Council and determine such quorum as it from time to time thinks necessary for meetings thereof.

- *Bye-law 40* provides that the Council may appoint committees and may delegate to any of its committees any of the power, rights and authorities conferred on it by the Charter or by the Bye-laws or by law. Any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may from time to time b e imposed upon it by the Council which at from time to time revoke all or any part of such delegation of its powers aforesaid. Nothing in this Bye-law nor any delegation to any committee or under any Delegation Agreement shall be construed as preventing the Council from exercising any

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powers, rights and authority so delegated as aforesaid or depriving the Council of any powers, rights or authority conferred on it as hereinbefore mentioned.

- *Bye-law 41* provides that the Council shall establish three Standing Committees, namely the International Committee (which shall have the powers and responsibilities set out in Bye-laws 42A — 42D and will be known as the International Council), the International Management Committee and the International Audit Committee.

- *Bye-laws 43 & 44* set out the basis upon which the Council may recognise a Territorial Organisation and the terms and conditions upon which the Council may delegate to such Territorial Organisation, under a Delegation Agreement, certain powers, rights and responsibilities in respect of the conduct of the affairs of the Institute in the relevant territory

Responsibilities

The Council is the body of the Legal Trustees of the CILT and are the custodians of the Royal Charter and the guardians of the Institutes education and professional standards. They also have the final responsibilities under the Charter for the probity and governance of the Institute worldwide. As a UK charity constituted under the Charities and Trustee Acts, the duties are wide and onerous: The Charities Commission expects the greater majority of Trustees to be domiciled in the UK.

It will delegate:

- Its operational management powers to the International Management Committee
- The requirement to set and audit qualification, education provision and membership standards to the International Management Committee through appropriate sub-committees: for now the Education Standards Committee and the Membership Standards Committee
- Its role in ensuring the financial probity of its liquid and endowment funds to the International Audit Committee and
- The role of developing and reviewing strategy and policy on membership and education to the International Council. (The IMC is charged with executing the agreed Strategy).

It will act as the final arbiters of governance and standards in disputes within the Institute

The Council of Trustees will only exercise its reserved powers in the event of a risk that the Charter would be compromised.

Membership

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The Chartered Institute of Logistics and Transport

The Council of Trustees will comprise:

- The President
- The President Elect
- ~~The Chairman of the IMC~~
- 2 International VPs domiciled in the UK
- Honorary Solicitor, Honorary Treasurer & Honorary Secretary
- Participation by the CEO and the Secretary General, without voting rights

Appointment of Trustees

The President and President Elect have their nomination and appointment routes outlined under the statement of their Roles and Responsibilities.

The resident UK IVPs are nominated by the European Regional Forums to the President and confirmed by the International Council.

The Honorary Appointments are nominated by the President on the advice of the Council of Trustees and are confirmed by the International Council

Terms of Office

Other than the honorary appointments, all other Trustees hold the Office of Trustee during the term of their appointment as International Vice-President, etc.

Meetings

The council will meet at least once a quarter ~~year~~ to review ~~the past year's~~ accounts and performance versus~~the~~ budget ~~for the next year~~ and receive a report from the International Management Committee and the International Audit Committee. It will also set the strategic direction for the Institute and provide guidelines to the CEO, the Secretary General and the CFO for the coming period ~~then recommend to Institute Members to accept (or otherwise) the Institutes Accounts, the Appointment of the Auditors and authority to set the Auditors remuneration.~~

~~*Adopted by the Council of Trustees 3rd May 2010*~~
~~*following agreement of and adoption by the Privy Council*~~

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The Chartered Institute of Logistics and Transport

The Chartered Institute of Logistics & Transport
INTERNATIONAL COMMITTEE
(INTERNATIONAL COUNCIL)

Status

The International Committee ("International Council") is a committee of the Council of Trustees under *Bye law 41* with delegated powers and authority from the Council of Trustees as set out in *Bye Law 41A* to *41D* and as set out below.

Responsibilities

The International Council is an important body in the Institute being the voice of its Members from the widest of backgrounds, (currently) over 30 Countries.

Whilst legal responsibility rests with the Council of Trustees and Operational responsibility with the International Management Committee, the International Council acts as the conduit by which country organisations can make their views known on a wide variety of subjects and both the Trustees and the IMC will need to consult and gain an understanding of the position of the International Council members on a range of issues:

- Strategy of CILT and its execution
- Changes to standards required of professional qualifications Changes to the standards required for election to Member, Chartered Member and Chartered Fellow
- The confirmation of appointment of the International Vice Presidents, the President Elect and the Chairman of the International Management Committee from Council of Trustee nominations

Membership

The International Council will comprise:

- The President (Chair)
- The Trustees
- The International Management Committee members
- Nominated representatives of each Territorial Governing Body and Institute Branch as per the Bye laws

Appointment of International Council Representatives

Each Territorial Governing Body (TGB) and International Branch (IB) shall make all efforts to

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send one delegate (an Institute Member: FCILT, CMILT) to the International Council. The representative should be there with the authority of the committee for that country. Other members from that TGB or IB can attend but do not have a vote.

The TGB or IB can if they so choose nominate their Regional IVP as their representative at a Council Meeting. The written or email notice of proxy must be sent to the Secretary-General before the start of the meeting. In that event the VP must cast their votes as instructed and then their own vote.

Terms of Office

The TGB or IB can set their own rules for the term of office of the International Council Member but good governance says that the representative may not serve more than one term of three years plus 2 extensions of 1 year each making a total of five years in total. The extensions have to be approved by the local country organisations and notified to the Secretary General.

Meetings

The International Council will meet at once a year. (Currently during the CILT International Convention) The agenda will include the following as a minimum:

- President's Report to Council of Trustees
- International Audit Committee Finance Report as presented to the Council of Trustees
- Business raised by the Representatives, which must be raised 21 days before the meeting to the Secretary General

Voting and Non-eligibility to Vote

Each Territorial Governing Group and International Branch will be entitled to cast votes as determined by the number of Institute Members: FCILT, CMILT and Members: MILT, declared by those bodies for the then current Fees payable to the Institute.

TGBs and IBs will be only entitled to vote if they have made a current declaration of membership, passed the membership list to the Financial Director and paid all monies due before the Council Meeting.

Votes to be cast are in accordance with the following scale

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The Chartered Institute of Logistics and Transport

Members	Votes at International Council
1 to 200	1
201 to 1000	2
1001 to 3000	3
3001 to 5000	4
5001 to 10000	5
10001 to 15000	6
15001 to 20000	7
20001+	8

~~The President or the Chairman of the meeting shall have the casting vote in the event of a tie.~~

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

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The Chartered Institute of Logistics & Transport

INTERNATIONAL MANAGEMENT COMMITTEE

Status

The International Management Committee is a committee of Council of Trustees under *Bye-law 42* with delegated powers and authority from the Council of Trustees as set out in the enabling resolution of Council of Trustees.

Responsibilities

The International Management Committee (IMC) is an important body in the Institute being the body responsible for the month-to-month operational management of the Institute and for overseeing the execution of the strategy. Legal responsibility remains with the Council of Trustees. The IMC will need to consult and gain an understanding of the position of the Council of Trustees ~~and the International Council members~~ on a range of issues:

- Strategy of CILT and its execution
- The monitoring of expenditure and the raising of the required annual funds
- Changes to standards required of professional qualifications
- Changes to the standards required for election to Member, Chartered Member and Chartered Fellow
- Monitoring/Auditing the agreed professional qualifications and the standard of the teaching of those qualifications.
- Monitoring/Auditing the application of the agreed standards of electing Members to Institute Members. (Institute Members are Chartered Members and MILT)
- Assistance to CILT TGBs and IBs to develop new income streams

- Responsibility for:
  - Vetting the nomination of the International Vice Presidents to the Council of Trustees and nominating them to the International Management Committee~~Council~~
  - Nominating the President Elect and the Chairman of IMC to the International Council
  - Nominating the Honorary Officers to the Council of Trustees

The IMC will prepare a report for the Council of Trustees and President to be incorporated in the President's Annual Report to the International Council.

Membership

The IMC will comprise:

- The Chairman (~~an International Vice President or more normally~~ the President Elect or alternatively, the President)
- The President

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- The President Elect
- The other Legal Trustees
- The Secretary General
- Wilat global convener
- Next Gen global convener
- All appointed IVPs ~~(currently: up to 7) as required~~

Appointment of International Management Committee Members

The President, The President-Elect and the other Legal Trustees all are appointed as part of their office. It is expected over the next 12 months that to reflect the geographic spread of the Institute the organization will be split into regions and an International Vice-President will facilitate the formation of a Regional Forum and sit on the IMC as their representative.

Terms of Office

The members of the IMC hold their office for their term as President, President Elect, Honorary Officer or International VP.

Meetings

The IMC will meet at ~~4~~2 ~~3~~ times a year: once at the venue of the ~~International Council Meeting~~Convention. The other ~~2/~~3 meetings will be face to face or using video~~/"SKYPE"~~ type facilities.

Voting

Voting is based on one person, one vote. Written or email proxies are permitted and should be sent to the Chairman 2 days before the meeting.

Non-Voting Members

The Secretary-General, the ~~International Finance Director,~~CFO and the Chief Executives of the TGBs providing the administrative support to the CILT can attend. Other persons can be invited to attend as required.

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

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The Chartered Institute of Logistics and Transport

INTERNATIONAL AUDIT COMMITTEE (IAC)

Status

The International Audit~~Management~~ Committee (IAC) is a committee of Council of Trustees under *Bye-law 41* with delegated powers and authority from the Council of Trustees as set out in the enabling resolution of Council of Trustees.

Responsibilities

The International Audit Committee is an important body in the Institute being the independent review of the Finances and Governance of the Institute.

The IAC shall:

- Make recommendations concerning the appointment of the External Auditors and the setting of their remuneration
- Review the budgets proposed by the International Management Committee
- Review the consistency of the Institute's accounting policies
- Ensure the probity of the endowment fund's investments, appoint the fund managers and review the fund managers performance
- Remuneration or fees of the CEO, CFO, Secretary General and ~~nay~~ other Executive Staff
- To invite, consider and nominate individuals, groups of individuals and organisations of any kind to receive Institute awards or be nominated to awarding bodies to receive awards from time to time. Such awards or nominations to be made in recognition of outstanding achievement in or contribution towards the fields of logistics, supply chain or transport

Authority

- To oversee and arbitrate any investigation of Institute activities
- Have the right to call for any information to pursue an investigation
- To call for outside legal or accounting help or any other professional advice as they see fit
- Have the right to call for any person to a meeting to be questioned to pursue an investigation

Membership

The International Audit Committee will comprise:

- The Honorary Treasurer (Chair)
- Two other Institute Members: FCILT, CMILT, nominated by the Honorary Treasurer and approved by the Council of Trustees

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- Up to two other individuals who maybe co-opted if not Institute Members

One member of the Committee should be a member of a recognised supervisory body (as defined in Part II of the Companies Act 1989 as re-enacted, e.g. The Chartered Institute of Accountants in England and Wales.)

Appointment of International Audit Committee Members

Nominations will be approved by the Council of Trustees ~~and noted by the International Council~~

Terms of Office

Members are appointed for a 3 year term. Re-election is by the Council of Trustees. ~~and noted by International Council.~~

Meetings

The International Audit Committee will meet at least twice a year and should meet with the external auditors at least once a year.

The Committee must provide the Council of Trustees with a report once a year and attend a Council of Trustees meeting to discuss such matters as the Annual Accounts, etc.

At least one of their committee (normally the Chairman of the IAC) must attend the International ~~Council Meeting~~Management Committee to answer questions if required.

Meetings can be called by any member of the committee and a quorum is two members one of whom should be the Hon Treasurer or the member who is a member of the recognised supervisory body as above.

The CEO, the Secretary-General and the ~~Director of Finance~~CFO has the right to attend the meetings, although should a conflict of interest arise they must leave the meetings.

Notice of meetings confirming: agenda, venue and time, is normally to be sent out 15 days before the meeting.

Minutes of the meetings shall be sent to all Council of Trustees Members.

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

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The Chartered Institute of Logistics and Transport

INTERNATIONAL MEMBERSHIP STANDARDS COMMITTEE (IMSC)

Status

The International Membership Standards Committee (IMSC) is a committee of International Management Committee with delegated powers and authority from the IMC.

Responsibilities

The International Membership Standards Committee provides the forum to discuss, recommend changes to and independently audit the arrangements in the TGBs and IBs.

The IMSC shall:

- Have oversight of the membership requirements for new applications and applications for upgrading
- To oversee the nomination of Honorary Fellows
- To invite, consider and nominate individuals, groups of individuals and organisations of any kind to receive Institute awards or be nominated to awarding bodies to receive awards from time to time. Such awards or nominations to be made in recognition of outstanding achievement in or contribution towards the fields of logistics, supply chain or transport
- To oversee the award of TGB status to Institute Branches or other joining bodies
- Have oversight of the process of appointing Corporate or Professional Partners
- To ensure that TGBs and IBs provide details of members and membership changes as required within the Bye-Laws

Authority

- To ensure TGBs and IBs follow the guidelines for membership standards and deliver the required membership information on a regular basis
- To recommend action to the IMC in the case of TGBs and IBs failing to maintain membership standards or failing to provide the information required

Membership

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The Chartered Institute of Logistics and Transport

The International Membership Standards Committee will comprise:

- ~~The Honorary Secretary (Chair)~~Chair of the IMSC (appointed by COT)
- Two IVPs
- Secretary General
- Up to three other Institute members representative of the professional breadth and diversity of the Institute membership

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Appointment of International Membership Standards Committee Members

Nominations will be approved by the International Management Committee and noted by the Council of Trustees

Terms of Office

Members are appointed for a 3 year term plus two periods of one year extensions making 5 years maximum in all. Re-election is by the International Management Committee and noted by the Council of Trustees

Meetings

The International Membership Standards Committee will meet at least four times a year at least once face to face.

At least one of their committee (normally the Chairman of the IMSC) must attend the International Council Meeting to answer questions if required.

A quorum is two members one of whom should be the Hon Secretary.

Notice of meetings confirming: agenda, venue and time, is normally to be sent out 15 days before the meeting. Minutes of the meetings shall be sent to all Council of Trustees Members.

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The Chartered Institute of Logistics and Transport

INTERNATIONAL EDUCATION STANDARDS COMMITTEE (IESC)

Status

The International Education Standards Committee (IMSC) is a committee of International Management Committee with delegated powers and authority from the IMC.

Responsibilities

The International Education Standards Committee is an important body in the Institute being the forum that maintains and develops the content and structure of the Body of Knowledge that forms the basis of our Professional Status and the suite of professional qualifications across the Institute. It also sets the standards for the accreditation of the education providers of the Institute's Qualifications

The IESC shall:

- Have oversight and responsibility for the Body of Professional Knowledge within the Institute
- Definition, oversight and audit of the processes of:
  - Learning
  - Examination
  - Moderation
  - Certification, and
  - Qualification
- Defining the standards and process for the accreditation of International Learning Centres ~~teaching~~Teaching Institute and other accredited International Courses
- Define the guidelines for Continual Professional Development

Authority

- To ensure TGBs and IBs understand and follow the guidelines for education standards
- To recommend action to the IMC in the case of TGBs and IBs failing to maintain education standards or failing to provide any information required

Membership

The International Education Standards Committee will comprise:

- ~~The Honorary Dean (Chair)~~Chair of the IESC (Appointed by COT)
- ~~Two International Vice-Presidents~~
- Secretary General
- CILT International Education Strategy and Business Development Lead
- CILT UK Education Director
- ~~Up to three Fellows of the Institute representing the professional breadth of the~~

Commented [JS3]: I removed a reference to the Honorary Dean as the head of the IESC and changed that to Chair of the IESC. Also added SecGen, Intl EduLead and UK EduDirector

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~~Institute~~

- Up to three co-opted education experts (who may not be Institute Members)

Appointment of International Education Standards Committee Members

The Chairman is appointed by the Council of Trustees.

Nominations for other roles will be proposed by the Chairman, approved by the IMC and noted by the Council of Trustees ~~and the International Council~~

Terms of Office

Members are appointed for a 3 year term plus two periods of one year extensions (making 5 years maximum in all). Re-election is by the International Management Committee and noted by the Council of Trustees.

Meetings

The International Education Standards Committee will meet at least ~~twice a year~~once a quarter, once at the venue of the International ~~Council Meeting~~Management Committee.

The Committee must provide the International Management Committee with a report once a quarter~~year~~. At least one of their committee (normally the Chairman of the IESC) must attend the International Council Meeting to answer questions if required.

Notice of meetings confirming: agenda, venue and time, is normally to be sent out 15 days before the meeting.

Minutes of the meetings shall be sent to all Council of Trustees Members.

~~*Protocol adopted by resolution of the Council of Trustees .....*~~

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ELECTION AND RESPONSIBILITIES OF THE INTERNATIONAL PRESIDENT OF THE CHARTERED INSTITUTE OF TRANSPORT

Election of the President

The Institute's Charter and Bye-Laws provide that biennially, the Council shall by resolution elect a President who shall be a Chartered Member: FCILT, CMILT.

The President to hold his office for the two succeeding years with the intention that, at the end of that period the existing President shall cease being President and the existing President-elect shall normally succeed automatically to the office of President.

The term of office will commence generally two years after they are inaugurated as President-Elect, at the start of the Financial Year: 1st January.

Responsibilities and Expectations of the President:

In carrying out the following responsibilities and meeting the expectations of the position, the President shall be bound by the Charter and Bye-Laws of the Institute and shall be guided by the Institute's rules, resolutions and procedures and the strategic development plan, including the objectives and principles which are contained in the plan and which have been reviewed by International Council.

- The President shall be responsible for providing leadership to the Council of Trustees and the Institute.
- The President shall be responsible for the overall health and wellbeing of the
- Institute. Where problems arise, the President is expected to use the appropriate Bye-Laws, policy, processes and structures of the Institute to have these addressed.
- The President shall be responsible for ensuring the Institute is taking a proactive approach to achieving its goals
- The President shall preside over the Council of Trustee meetings and, in consultation (as appropriate) with the President-elect, the Chairman of the International Management Committee and the Secretary-General shall decide on the matters for inclusion on the Council of Trustee agenda.
- The President shall preside over the International Council meetings and, in consultation (as appropriate) with the President-elect, the Chairman of the International Management Committee and the Secretary-General shall decide on the matters for inclusion on the International Council agenda.
- It is expected that during his or her term of office, the President will, where practicable, visit many of the Territories where the Institute is active. The President shall be available for communicating with Chairmen of the Committees, Territorial Governing

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Bodies and Institute Branches on significant policy matters.

- The President is expected to be an ambassador for the Institute and represent the Institute at the highest level in appropriate key public forums and to key Global Non-Governmental Organisations, Governmental Organisations, International Corporate organisations, trade bodies, other professional organisations, etc.
- The President must maintain a close relationship with the President-elect, who is to be kept up with developments and issues and who will thus be in a good position to assume the position of President and maintain the momentum on strategic initiatives.
- The President has the responsibility for recommending to the Council of Trustees a suitable person to become the President-elect. In carrying out this responsibility, the President is expected to consult with the Council of Trustees, and the IMC.
- The Secretary-General reports to the President.

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

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The Chartered Institute of Logistics and Transport

ELECTION AND RESPONSIBILITIES OF THE PRESIDENT-ELECT OF THE CHARTERED INSTITUTE OF TRANSPORT

Election of the President-Elect

The Institute's Charter and Bye-Laws provide that biennially, the Council shall by resolution elect a President-Elect who shall be an Institute Member: FCILT, CMILT. The President-Elect will hold his office for the two years with the intention that, at the end of that period when the then existing President shall cease being President the existing President-elect shall succeed automatically to the office of President. Election to office will take place during the Annual International Council Meeting in April/May and The President-Elect will commence his term of office on the 1st January after his election and 24 months before becoming President.

Responsibilities and Expectations of the President-Elect

In carrying out the following responsibilities and meeting the expectations of the position, the President-Elect shall be bound by the Charter and Bye-Laws of the Institute and shall be guided by the Institute's rules, resolutions and procedures and the strategic development plan, including the objectives and principles which are contained in the plan and which have been approved by the Council (of Trustees) through the International Council and the International Management Committee.

- The President-Elect shall assist the President in his duties.
- The President-Elect shall chair those Institute meetings that the President cannot attend.
- It is expected that during his or her term of office, the President-Elect will, where practicable, visit many of the countries where the Institute is active. The President-Elect shall assist President in representing the Institute at the highest level in appropriate key public forums and to key Global Non-Governmental Organisations, Governmental Organisations, International Corporate organisations, trade bodies, other professional organisations, etc..
- The President-Elect must maintain a close relationship with the President to be kept up with developments and issues and who will thus be in a good position to assume the position of President.
- The President-Elect is a member of the International Management Committee and will normally chair this committee requiring him to provide advice on issues and potential areas for development of the Institute.
- The President-Elect will assist the President in the nomination of International Vice-Presidents and President-Elect.

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

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The Chartered Institute of Logistics and Transport

ELECTION AND RESPONSIBILITIES OF THE INTERNATIONAL VICE-PRESIDENTS OF THE CHARTERED INSTITUTE OF LOGISTICS & TRANSPORT

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Election of International Vice-Presidents

The Institute's Charter and Bye-Laws provide for the election of International Vice-Presidents (IVPs). These appointments carry automatic membership of the International Management Committee and the International Council. International Vice-Presidents must be Institute Members: FCILT, CMILT.

To reflect the geographic spread of the Institute it is the intention to provide Regional Focus to the International Vice-Presidents with the local Territorial Governing Bodies and International Branches having a say in the nomination of the Vice-Presidents. [The split of geographic responsibility is to be decided over the next 12 months to May 2011].
IVPs are appointed for an initial three year term. This term can be extended with the approval of their Forum or Territorial Governing Body, the International Management Committee and the International Council for two periods a year each. No more than two annual extensions are permitted making a maximum appointment of five years.

Roles and Responsibilities of International Vice-Presidents

The IVPs will facilitate territory and regional collaboration which might include a regional grouping, like the Africa Forum or the Australasia Forum, etc where the senior members of the relevant Territorial Governing Groups and Branches can meet 1-2 times a year to share best practice, discuss regional Logistics and Transport issues, etc.

IVPs will be members of the International Management Committee and also sit on the International Council to represent the wider interests of the Institute, particularly for countries in their allocated region not just where they reside

- IVPs shall be expected to be the eyes and ears of the Institute particularly in their geographic region, and to communicate with the President and the International Management Committee ensure the President is kept up to date with significant matters in the life of the Institute.
- IVPs shall be expected to contribute to CILT's understanding of opportunities and challenges, both in general as well as in particular, for their geographical region where IVPs are expected to give support to the Territorial Governing Bodies and Branches in their region.
- To carry out the main remit of the International Education Standards Committee and the International Membership Standards Committee in their region: to audit the standards of the processes by which members are elected to Chartered status and assist and contribute to the auditing of the standards of the qualifications and teaching offered by the Territorial Governing Bodies or accredited bodies operating in their Region.
- An IVP may be expected to accept specific functional responsibility for overseeing an issue concerning the Institute's activities.

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- Two IVPs will reside in the UK and they will sit on the Council of Trustees.

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

ELECTION AND RESPONSIBILITIES OF HONORARY OFFICERS OF THE CHARTERED INSTITUTE OF LOGISTICS & TRANSPORT

Election of Honorary Officers

The Institute's Charter and Bye-Laws provide for the appointment of Honorary Solicitor, Honorary Secretary and Honorary Treasurer. These appointments carry automatic membership of the Council of Trustees, the International Management Committee and International Council. Appointees must be Institute Members: FCILT, CMILT.

The nominations for the three positions are made by the President on the advice of the Council of Trustees and confirmed by the International ~~Council~~Management Committee. The terms of office are for three years, renewable on each occasion for a further three years.

Role and Responsibilities of the Honorary Solicitor

To act as a Trustee of the Institute and provide legal advice to the Council ~~(~~of Trustees~~)~~, ~~the International Council,~~ the International Management Committee and the Secretary-General

Role and Responsibilities of the Honorary Secretary

To act as a Trustee of the Institute and provide advice and support to the Council (of Trustees), the International Management Committee and Territorial Governing Bodies and International Branches with respect to Governance and Membership ~~and Chair the International Membership Standards Committee~~

Role and Responsibilities of the Honorary Treasurer

To act as a Trustee of the Institute and chair the International Audit Committee and oversee sound financial governance of the Institute and chair the Audit Committee

To ensure financial probity in the investment and dispersal of the Institute Endowment Funds

THE SECRETARY GENERAL OF THE CHARTERED INSTITUTE OF LOGISTICS & TRANSPORT

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The Chartered Institute of Logistics and Transport

Roles and Responsibilities the Secretary General

The Secretary General is the Chief Executive Officer of the CILT and is responsible to the International President and the International Management Committee for the day-to-day management of the Institute. The Secretary General's specific areas of responsibility are (but not exclusively);

- To ensure activities of the Institute, its Territorial Governing Bodies & Branches, its committees & officers and its Members comply with the Royal Charter, the Bye-laws and the Code of Professional Conduct.
- To ensure the consistent and correct application of standards for Professional Membership Grades and Professional Qualifications.
- To ensure that the Institute, as a charity, complies with the requirements of UK Charity legislation and that compliant Reports and Accounts are prepared
- To establish, maintain, report and audit Delegation Agreements with all Territorial Governing Bodies & Branches.
    - Make arrangements in conjunction with the President and the Chairman of the International Management Committee to ensure that regular reviews are held to ensure compliance with the Delegation Agreement, Royal Charter, the Bye-laws, the Code of Professional Conduct and Standards
    - Collate an Annual Report for the Council of Trustees and International Council on the progress achieved individually and collectively by all Territorial Governing Bodies & Branches.
- The Secretary General, where practicable, will visit many of the countries where the Institute is active and to assist establish the Institute where there is high potential.
- The Secretary General shall assist President in representing the Institute at the highest level in appropriate conferences, key public forums and to key Global Non-Governmental Organisations, Governmental Organisations, International Corporate organisations, trade bodies, other professional organisations, etc.
- To direct the activities of the International Secretariat staff and contractors
    - To manage the agreement with CILT~United Kingdom for the provision of accounting, finance, professional education administration and legal services to the International Secretariat and hosting of the CILT International Secretariat website.
    - To manage the agreement with CILT~Hong Kong for the provision of Professional Membership administration to the International Secretariat.
    - Ensure that arrangements are in place on behalf of the Institute to monitor

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and audit Membership standards in all Territorial Governing Bodies and Branches.

- Ensure that arrangements are in place on behalf of the Institute to monitor and audit Education standards in all Territorial Governing Bodies and Branches and Accredited Institutions within those territories.

- To work with the Director of Finance to ensure the Secretariat operates within the budget agreed by the International Audit Committee and International Management Committee and approved by the Council of Trustees. This includes;
  - The preparation of Budgets, Cash Flow projections and longer term forecasts
  - Proper accounting records are kept
  - Debtors for Fees and monies due to the CILT International Secretariat are monitored and the fees collected
  - That Investments are properly managed
  - The Endowment Funds are properly administered
- To attend meetings of the CILT and ensure proper arrangements are made including the preparation and circulation to members addresses all agendas, papers, accounts and minutes at appropriate times. including;
  - The Council of Trustees (COT)
  - The International Management Committee (IMC)
  - The International Audit Committee (IAC)
  - The International Membership Standards Committee (IMSC)
  - The International Education Standards Committee (IESC)
  - The Secretary General will also endeavour to meet with the Management Committees of Territorial Governing Bodies & Branches and at their invitation attend their meetings to share developments across the Institute
  - The Secretary General will work with the Territorial Governing Body or Branch hosting the CILT International Convention or Regional Forum to facilitate successful planning, high registration, smooth implementation and positive financial performance of those events.
- To be responsible for the implementation of Committee decisions and to report back within timetables agreed by International Management Committee & President.
- To advise the President and Officers of the Institute and its Territorial Governing Bodies & Branches on Institute affairs and where action &/or reaction is appropriate
- To establish, maintain and seek to improve agreements that sustain the long

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term future of the Institute including but not limited to;

- Brand recognition and brand management of the Institute
- Increasing the enrolment and retention of Members from all Transport and Logistics sectors and their promotion to Professional Grades
- Establishing International Corporate Partners with organisations who wish to engage with the Institute across the world.
- Enrolling more students;
  - on CILT courses at CILT Accredited Centres
  - on CILT Courses by Distance learning
  - to study CILT Accredited Courses with Education partners
- Developing training, capacity building and advisory contracts with International Government and non Government Organisations, Trade Associations, National & Regional Governments, Charitable Trusts.
- Building mutually beneficial partnerships with other professional bodies and business organisations

~~*Protocol adopted by resolution of the Council of Trustees on 3rd May 2010*~~

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