

ROLE STATEMENT – CIPFA SOUTH EAST JUNIOR VICE PRESIDENT

Primary role:

The Junior Vice President supports the Vice President and President with their roles and responsibilities relating to the CIPFA South East (CSE) Region, playing a leading role in monitoring the delivery of the annual development plan and helping the Regional Council to build a network of supporters, sponsors and speakers for future events.

Main duties & responsibilities	
1	To deputise for the President/ Vice President in chairing Regional Council meetings or attending meetings with Regional sub-groups, other accountancy bodies, other partner organisations and other external relevant organisations as necessary on behalf of the Regional Council.
2	To take the lead on monitoring progress against the development plan and preparing reports for Council on progress.
3	To take the lead on recommending to Regional Council the submissions for regional awards at the regional forum. Following agreement from Regional Council, co-ordinate the submission of the regional awards to relevant CIPFA HQ officers.
4	To engage and network with other CCAB chairs, award winners and other invited guests at the Regional Annual Dinner as an ambassador for the Regional Council in supporting the President.
5	To engage and develop a network of supporters, sponsors and speakers for future regional events.
6	Actively seek new volunteers to join and contribute to council and regional activities, identifying potential candidates for Regional Council and sub-groups to support the sustainability of the Region.
7	As Junior Vice President, attend Council meetings, contribute to and engage in regional council activities alongside generally supporting the activities of the Region.