



Council Member Role Profile

The powers of Council are set by the Charter. Council is ultimately responsible for ensuring that ICAEW meets the objects set out in the Charter.

Council members approve the high-level strategy and participate in discussion of key business issues.

KEY ACCOUNTABILITIES

The Representative Role

Ensuring the views across our profession are heard in helping to set the strategy and maintain the role of ICAEW as a professional body: both collectively through contributions to the decisions of Council and individually through the representation council members provide;

The Holding to Account role

Upholding the public interest and holding the Board to account for the delivery of strategic priorities;

The Approvals role

Approving annually the Operational Plan and Budget and satisfying itself that Principal Risks are being addressed by the Board, taking into account the recommendations and advice of the Audit Committee.

In addition, there are specific expectations and terms for council members as follows:

Elected Council member

Elected council members should engage with members in their constituency. This may be directly, in person at meetings and events or through other media such as newsletters and social media, and indirectly, via members of local groups such as district societies and chapters or through contact members.

In the UK, elected council members are ex-officio members of the relevant district society committee. They provide two-way feedback between their district society and Council through attendance at district society meetings when possible.

To be elected to Council, individuals must be ICAEW members with a registered address in the constituency they are standing in.

Elected members of Council generally serve a four-year term and are eligible to be re-elected.

Co-opted Council member

Nominating Committee proposes the appointment of co-opted council members to Council, in accordance with the Principal Bye-Laws 36(a), to ensure representation for significant segments of membership: so that Council is sufficiently diverse and representative of the membership as a whole.

Co-opted members of Council serve a two-year term, renewable twice.

Ex-officio council member

Ex-officio council members serve on Council as part of their role on another committee or board.

Their term on Council is determined by the term of the other role.

ROLE REQUIREMENTS

All Council members are required to:

- Be an ambassador and advocate for the accountancy profession and ICAEW
- Ensure good governance and uphold the integrity and reputation of ICAEW
- Through Council, ensure implementation of the strategic plan
- Attend Council meetings, Council Conference and the Annual and Special meetings
- Abide by the Active Member Values, working in partnership with staff

Key knowledge and skills

Council members should act as ambassadors for the ICAEW strategy. It is expected that Council members should possess or be willing to gain, the following key knowledge or skill sets.

- Knowledge and experience of business management and/or the accountancy profession encompassing strategy development, objective setting, monitoring and control.
- Knowledge of the requirements placed externally on ICAEW and internally through the Charter and byelaws.
- An understanding of the business landscape ICAEW operates in and also of the needs of a commercial, not-for-profit, business-orientated environment.
- An understanding of how government policy is influenced, formulated and implemented at national and international levels.
- Excellent written and oral communication skills (for internal and external engagement), including listening and persuasion, and a broad knowledge of a membership organisation, being able to interact with members to help drive strategic priorities forward.

TIME COMMITMENT

Being a Council member requires a reasonable time commitment. There are four Council meetings per year, normally held at ICAEW's London premises in early June, September/October, December and March. Council members also meet for a pre-council dinner the night before the council meeting. Time also needs to be allocated to prepare for each meeting.

The June meeting is spread over two days in conjunction with the Annual Meeting and held on the first Tuesday and Wednesday in June.

Council members are also required to attend the annual Council Conference which is a residential conference, held over two days in the first week of July.

Dates for Council meetings and the Council Conference are set and communicated in advance.

Council members can be asked to step down if they miss three consecutive meetings.

SUPPORT AND TRAINING

Induction and training is provided to all new council members. ICAEW provides formal and informal support and advice as and when required to ensure members get the best out of their time on Council. Council members receive a full briefing when attending ICAEW or external events as a representative of ICAEW.

Expenses

ICAEW will reimburse council members for all reasonable travel, subsistence and associated business expenses incurred for attending Council meetings and while on authorised Council business.

Appendix 1: Active Member Values

ICAEW VALUES

As a Professional Body we are dependent on the input of our Active Members.

It goes without saying that ICAEW cannot achieve its strategy without the active involvement of members working in partnership with staff. To help us achieve this, we have three core brand values that Active Members and staff are expected to abide by and which provide us with a common sense of purpose and direction.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government.

Integrity

- Acting with transparency, consistency and openness as integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Active Members and staff are in a position to make a difference, not only to create a sense of community for our existing members, but also to attract new ones and help to raise our profile and reputation with employers, regulators, governments and business - ensuring ICAEW is at the center of the debate on key issues facing the profession.

WAYS OF WORKING

To continue the success trajectory we are on and deliver our new strategy, Council members are reminded to be:

Collaborative

Working effectively and proactively with others to deliver results and achieve our goals. Being open and willing to share information and appreciate the value of input from other people and their points of view.

Agile

Actively demonstrating being flexible and responsive with a willingness to adapt to changing circumstances and priorities. Lead by example, being positive and open to new ways of working.

Innovative

Demonstrate fresh thinking and creative solutions to issues. Lead in encouraging a culture of creativity and empowerment.