



GOVERNANCE BOARD NOMINATIONS

Nominations are called for four (4) vacant positions on the CBIP Governance Board as per QPM A04 s3.1(b) (i) (ii) (iii)

- All vacancies are to be appointed in accordance with CBIP Constitution and Quality Procedure Manuals
- Only votes on official CBIP voting form will be counted
- One vote per CBIP member [*see nomination form*]

Process for Elections

19 June 2009	CBIP Constitution adopted
13 July 2009	Nomination forms and Notice of Elections distributed to members Forms and process available on website
1 August 2009	Nominations for vacant positions open
15 August 2009	Nominations for vacant positions close
20 August 2009	Nominations Committee meet to consider all nominations
21 August 2009	Candidates notified of Committee decision on notification
26 August 2009	Final date for Candidate right of appeal
29 August 2009	Nomination Committee decision on appeals
30 August 2009	Candidate biographies distributed to members eligible to vote Voting papers distributed
09 September 2009	Voting closes
10 September 2009	Announcement of Governance Board to members

Vacant Portfolios in accordance with CBIP QPM A04 s3.1 (b) (i) (ii) (iii).

The Chairman Portfolio is not vacant in accordance with QPM A04 s3.1 (a)

Portfolios will be allocated following appointment of Governance Board

List of Vacant Portfolios

Portfolio 1: Governance, Policy and Accountability

- Setting of strategy and policy for CBIP governance, including the strategy to introduce new certifications
- Development and monitoring of 1, 5 and 10 Year Plan - to be reviewed annually

Portfolio 2: Development of Quality System

- a Maintenance of the CBIP Quality and Accreditation System including:
- Constitution and Articles of Association
 - QPM and SOPs
 - Ethics and management standards
 - Definition and implementation of a policy and process for complaints, suggestions, requests and escalations of these from members.
 - Board protocol for meetings, public statement, motions, votes, etc
 - Election procedures
 - Definition and formalization of CBIP Principles and values
 - Code of conduct

Portfolio 3: Financial Policies and Accountability

- a Setting Chart of Accounts, financial authorisation and reporting protocols
- b Budget and reporting
- preparing the CBIP budget for approval,
 - overseeing the financial affairs including reporting monthly financial statements and issues to the Board
- c Income and expenditure policies
- Revenues and Membership fees
 - Setting of fees and remuneration payable to staff and others
- d Other
- Board investments, loans, insurance.
 - Financial management of contracts with third party suppliers, including the contracting of suppliers for Board activities
 - Selection of treasurer and financial auditor for approval

Portfolio 4: Audit, Compliance and Standards, Govt and Industry liaison

- a Assurance of Accreditation compliance
- Review for compliance of governance, policy, portfolio responsibility, and accountability with Constitution, QPM and SOPs
 - ISO accreditation audit
 - Scheme committee and Subcommittee activity

- b Other compliance objectives
 - Business management compliance with CBIP business and financial procedures
 - Official issues, complaints and arbitration activities.

Portfolio 5: Committees

- a Liaison and accountability for all CBIP sub committees e.g. Equipment and NDT Approvals Committees, judicial committee, and exam panels.
 - Strategic planning, reporting and operational execution of all committees.
 - Assignment of appropriate personnel to committees, panels, working groups
 - Managing Quarterly feedback to and from Board and committee Chair's.

Portfolio 6: External liaison and marketing

- a Membership
 - Annual (or semi-annual) survey of membership.
 - Conducting six monthly feedback gathering from members for CBIP performance review
 - Member consulting, guidance, support.
- b Other agencies
 - Liaison with Government, industry and standards groups (e.g. IANZ) to strengthen partnerships and influence.
- c Marketing
 - promotion of CBIP Services and achievements to CBIP members and other stakeholders e.g. via CBIP newsletters, CBIP website, e-mail communication

Portfolio 7: Board Spokesperson

- a Official communication with the CBIP stakeholders including formal complaints and complex queries which cannot be resolved by CBIP staff

All Portfolio holders

Communications will reside as a responsibility for all Portfolio holders. The Chair will be accountable for communication coordination to all members.