

Members in Practice Panel (MIPP) Terms of Reference

Approved by: U.K. Board

Date: 14 April 2016

Constitution

- 1 The Members in Practice Panel reports into the CIMA UK Board (reference: section 3.8 of the Terms of Reference of the CIMA UK Board). It can be dissolved by the U.K. Board. The U.K. Board will allocate resources to enable the Panel to function.

Duties and responsibilities

- 2 Provide an organisation for members of the Institute who are working in practice under Byelaw 8 and Regulations arising from that.
- 3 Hold conferences, meetings, seminars and discussions relevant to members in practice (MiPs), either alone or in conjunction with the U.K. area boards or with other bodies.
- 4 To take steps to ensure that the Panel plays a part in encouraging those entering practice or in practice to ensure that they are complying with CIMA's rules and regulations for members in practice.
- 5 Advise the Board on the best ways of promoting CIMA MiPs by submitting information to the Secretary of the Board and promote the Institute's interests as agreed by the Board.
- 6 Inform the Board of matters affecting the interests of members and the profession arising within professional practice.
- 7 Co-operate proactively with the Board and the UK Network Panel (UKNP) and develop relationships with MiP groups within CIMA global structures.
- 8 Have the remit to establish and dissolve sub-groups as the Panel may think fit.
- 9 Draw up an annual business plan and budget for presentation to the U.K. Board which includes any sub-groups of the Panel. Report to the U.K. Board as required in terms of a half-year and end of year review.
- 10 Any other matters as delegated by the Board.
- 11 If it wishes the MIPP can involve members who are not in practice but are working in related areas to attend meetings and events organised by the Panel.

Composition

- 12 Membership of the Panel, including co-opted, is drawn from those Fellows and Associates of CIMA who are currently registered MiPs. An electronic election will be held annually with all registered MiPs able to stand for election and all registered MiPs will be able to vote in the e-election. The election will take place prior to the Annual Meeting and the result of the vote will be announced at the Annual Meeting.
- 13 The Panel shall consist of ten persons, eight being elected and two co-opted. If, in the course of a year, elected members stand down the Panel can co-opt up to a maximum of five further persons within the total of ten allowed for the Panel on the basis that three of the five co-opted members stand for election at the next MIPP annual meeting.
- 14 The Panel shall nominate a representative from amongst the Panel's membership to serve on the Members' Network Panel. This representative is to report to the Panel any matters that may affect it.
- 15 The Panel shall nominate one of its members to have particular responsibility for liaising with Professional Standards Committee. This nomination to be formally advised to the Chairman of Professional Standards.

Term of office

- 16 All members of the Panel will serve a term of office of three years and may be elected for a second term of three years. The maximum term of office is six continuous years. To serve again on the Panel an individual must have a break of three years.
- 17 Any member of the Panel must vacate office immediately if:
- .1 they cease to be eligible for membership of this Panel;
 - .2 they resign in writing to the Secretary;
 - .3 they have been absent from more than half of the Panel meetings in any one year without, in the opinion of the Panel, reasonable cause, and the Panel resolves that they should vacate office.

Office-holders

- 18 There shall be five office-holders as follows:
- Chairman
 - Secretary
 - Treasurer
 - Two Vice-Chairmen.
- 19 The role of Vice Chairman does not necessarily imply that they will automatically become Chairman in due course.

Office-holders' election and terms of office

- 20 Each of the office holders shall hold office for one year from their election, vacating office at the Panel's AM following the end of that year. They are eligible for re-election.

Attendance

- 21 Panel meetings can be attended by members of CIMA Council and staff by invitation of the Chairman.

Frequency of meetings

- 22 A maximum of four meetings of the Panel can be held per calendar year. The Panel may authorise sub-group meetings so long as any expenditure incurred is within the Panel's agreed budget.
- 23 Meetings may be held by teleconference if agreed by the Panel. There should be a written record of the proceedings (including teleconference meetings) circulated to the Panel and to the staff of CIMA U.K. within two weeks of a meeting. This record should be agreed at the next meeting.

Quorum

- 24 For a meeting to be valid there should be at least three members of the Panel present, one of whom should be an office-holder.

Voting

- 25 All matters requiring a vote will be by a simple majority. Where there is a tie, the Chairman, of the meeting will have a casting vote. Each person who is eligible to vote is entitled to one vote.
- 26 Out-of-committee decision can be taken if it is expedient and necessary to do so. Where practicable, members will normally be given two weeks in which to record their decision(s).
- 27 Votes cast will be open unless the Panel has agreed to a secret ballot. Therefore if an out-of-committee vote takes place the individual's preference will be shared.

Measures of success

- 28 To be set by the U.K. Board when agreeing the MIPP budget for the following year.

Annual Meeting (AM)

- 29 An AM shall be held each year at a place determined by the Panel between May and June. The AM shall be to:
- .1 Receive and consider the report of the Chairman.
 - .2 Announce the results of the election of candidates to the panel and elect the office holders of the panel.
 - .3 Receive any other business the Panel thinks appropriate.

Restrictions

- 30 Panel members are expressly prohibited from entering into any contracts or imposing any liabilities upon CIMA without the prior consent of CIMA HQ or those to whom it has delegated authority locally or otherwise.