

CIPR Board Director (3 year term, Jan 2027-Dec 2029)

Person Specification and Role Description

What the Board is looking for

CIPR is building a diverse and inclusive Institute representing the communities the organisation serves. Applications are encouraged from all backgrounds across the UK and overseas. That might be a CIPR member, already fully immersed in the organisation as one of our expert volunteers; someone who works in the PR sector and wants to support the Charter body; or someone who want to bring skills to the Board from outside of PR. This reflects that in 2023 Members voted for up to one third of the Board to be non-members to help secure diversity of thought in scrutiny and decision making.

The Board skills assessment currently identifies a need for individuals with a track record of experience in the following sectors:

- Governance
- Equality, Diversity, and Inclusion
- Digital and/or cyber security

In addition to these two posts, the Board is also seeking to appoint a qualified accountant to the Audit and Risk Committee. That position is not part of this process as the CIPR secretariat has already placed specific advertising.

The responsibilities of a Board Member

Working with an experienced executive team, CIPR Board members are legally responsible for helping shape the strategic direction of the world's only Chartered organisation for Public Relations and for scrutinising the performance of the executive management team in developing and delivering agreed plans. The Board also works alongside the CIPR Council who provides advice and guidance to the Board on strategic matters.

Specific skills

A successful candidate will demonstrate:

- Significant management experience from the commercial, public or charitable sectors.
- They may not have held a Board position before but will have a good understanding of the legal duties, responsibilities, and liabilities of Board members, as well as the distinction between non-executive and executive roles.
- An ability to provide sound, independent judgment.
- Willingness to voice opinions and engage in open dialogue.
- Ability to work effectively as part of a team.
- Their ethics and integrity must align with the Nolan Principles

If a CIPR member, **you must have completed your last CPD cycle, begun the latest cycle and must adhere to the CIPR Code of Conduct.** If not a CIPR member, you might need to demonstrate that you meet the CPD requirements of professional organisations of which you are a member and confirm that you adhere to your professional Code of Conduct.

Time Commitment

- Board Members attend five meetings a year, a minimum of three of which are face to face at locations around the UK.
- New Board members are required to attend an in-person induction day in London.
- Most Board Members will also be a member of a Board Committee that meets online up to five times a year.
- Additional time will be required to read papers before meetings, identify questions and seek clarification from the Chair and CEO as required; and assist where appropriate with other adhoc tasks.

Note: Any reasonable associated travel and accommodation costs will be reimbursed in line with CIPR's expense policy.

The Process

The CIPR secretariat is responsible for publicising the elections (supported by the President and President-Elect), including the process to follow when standing or re-standing for election. The positions need to be publicised widely to encourage both members and non members to apply, utilising free websites and notice Boards whenever possible, taking into account the skills needs identified by the Board Chair.

The CIPR Board Nominations Committee has responsibility for the verification of applications, utilising the brief provided by the Board Chair. The Nominations Committee can provide to Council, in advance of the elections, guidance regarding the skills needs of the Board.

Applications are open from Wednesday 29th April and close 17:00, Friday 22nd May 2026. The online election process is conducted by an independent third party. The election period is Wednesday 16th September- Monday 28th September 2026 and the results of the election are announced on 1st October (at the CIPR Council Meeting).

Successful candidates must attend an in-person induction before they take up their position on the Board. All candidates who put themselves forward **must attend the annual induction day in London on Monday 9th November 2026.**

About the Chartered Institute of Public Relations (CIPR)

The CIPR is a dynamic, growing organisation that is governed by its charter. We are the world's only Royal Chartered professional body for public relations practitioners, with nearly 11,000 members. The CIPR works with and for its members to set, maintain and advance standards, through industry respected qualifications, a Continuing Professional Development scheme, accreditation and Chartership programmes, open, in-house and bespoke training, industry awards and conferences, and the production of research, best practice and skills guidance. The organisation generates income through membership, training and professional qualifications. As a charter body we are not a charity nor registered with company's House; and we follow that highest standards of accounting, financial scrutiny of governance.

Our timetable for the application process is as follows:

Application period, Wednesday 29th April –Friday 22nd May 2026 17:00 (UK time)

Nominations Committee's review and selection process takes place 1st June 2026-28th July 2026

Voting is opened on those selected, Wednesday 16th September to Monday 28th September 2026

Result of the election is announced Thursday 1st October 2026

Your application for CIPR Board

[Apply here](#) before Friday 22nd May 2026 (17:00 UK time).

All applications will be reviewed by the CIPR Nominations Committee, who is charged with recommending to members a competent, representative, diverse and balanced group of candidates for elections to Board and Council. The Committee will contact all candidates prior to the election voting period to confirm if they are eligible to stand for election. The Committee may also request additional information or invite candidates to attend an interview before coming to a decision on whether to recommend they be added to the list of those on whom members will vote. The candidate statements of those who are recommended will be published on the CIPR website during the voting period.

Contact

If you require any information on your application or the process, please contact Jo Barclay at JoanneB@cipr.co.uk.

Thank you for your interest.