

Your year as President-Elect

1. Introduction

The President of the CIPR is the most senior volunteer role in the Institute. The focus of the role is engaging with internal and external stakeholders, and supporting the delivery of the agreed CIPR strategy during your year of office. If elected, you will serve for one year as President-Elect, one year as President, and one year as Immediate Past President.

The President-Elect is the first deputy for the serving President and will be asked to stand in for them if they are unable to do something. We want all our Presidents to undertake their role with confidence, so if you have any training needs that we can address during your year as President-Elect, please let the CEO know. This might include training on chairing a meeting, finance for non-finance directors, public speaking, media interviews, and anything else you would find useful.

Leadership of the CIPR is a collective activity. Different roles play different parts, but whether people are volunteering or doing paid work, we recognise that at times it is not possible for people to do all the things they expect of themselves. When such situations arise, it is always appropriate to ask for someone else to stand in, and there is almost always the flexibility to allow for this.

Since January 2025 the CIPR Board of Directors has had an independent chair who is responsible for planning and preparation of Board meetings, ensuring good governance and line managing the Chief Executive. These tasks therefore no longer fall within the remit of the President-Elect or President.

A time commitment of up to one day per week is required as President-Elect and Immediate Past President, and between 1-1.5 days per week as President. If you would like an informal discussion about the role, please contact our 2026 President Farzana Baduel at president@cipr.co.uk.

2. Induction and Meeting Dates

Shortly before you take up your post as President-Elect on the 1 January after you are elected, you will receive an induction pack covering general information about the CIPR and about your role as a director of the Institute. This will include a schedule of meetings for the coming year. As President Elect you are ex officio a member of Board, Council and the Audit and Risk Committee.

3. Attending Events

- **Board:** You may, exceptionally, be called on to chair if neither the Independent Chair nor the President is able to do so.
- **Council:** You may be asked to chair a meeting if the President is unable to do so.
- **AGM: (June or July, online):** The President-Elect is given a brief slot towards the end of the event to talk about their plans for their Presidential year.
- **Group Chairs (quarterly, online):** Meetings are normally chaired by the President-Elect but if you are unable to do so alternative arrangements will be made.
- **Excellence Awards: (June)** you will receive a free ticket to attend and will be asked to host a table.
- **Group AGMs (September-October, mostly online).** The President-Elect is always much in demand for these. Please note that Groups tend to send out invitations quite late.
- **Annual conference (in person, November):** The theme for the conference is determined by market information, current events and sponsorship opportunities, but there is an opportunity for the President-Elect to play a role in selecting it. If you have suggestions please make them to the CIPR Events team towards the end of your term as President-Elect.

4. Profile

It is important for the CIPR that its leading volunteer members are seen and heard. As well as deputising for the President, it is a good idea to seek and accept as many speaking slots and interview opportunities as you can. Other opportunities for public profile, thought leadership and content creation are also welcome. It is a good idea to discuss these with the President and/or the CEO so that you can be sure whether the CIPR already has an agreed position on something. The CIPR team may come to you with opportunities to speak at events or to the media.

5. Outline calendar of events for the President-Elect's year

January	<ul style="list-style-type: none"> • Short online Board meeting in late January.
March	<ul style="list-style-type: none"> • In person Board meeting, location to be decided nearer the time. • Online Council meeting
April	<ul style="list-style-type: none"> • Call for nominations in elections to Council, Board and for President Elect. You should encourage people to consider standing, provide advice to prospective candidates/ suitable individuals (whether CIPR members or not) who consider standing.
June/July	<ul style="list-style-type: none"> • Attendance at the June Board Meeting • In person Council meeting • Excellence Awards, London, hosting a table. • AGM (virtual) hosted by you.
August	<ul style="list-style-type: none"> • As President, you decide who should win the President's Medal and the Sir Stephen Tallents Medal. If possible, it is best to decide this before you start your Presidential year, so that you can take advantage of scheduled events to award them.
September	<ul style="list-style-type: none"> • If you have dates in your Presidential year which you need to avoid, let the staff know as early as possible so that a draft calendar for your year can be produced in good time. • The Board will consider nominations for Honorary Fellowship. You may nominate people if you wish, but conventionally Honorary Officers do not. • Group AGMs – you will be very much in demand. • Based on the outcome of Council and Board discussions, a budget is prepared for what will be your Presidential year. • Board meeting, in person.
October	<ul style="list-style-type: none"> • The office will produce a draft calendar of meetings for your Presidential year for you to consider and agree with Board and Council before year end. • Online Council meeting.
November	<ul style="list-style-type: none"> • Annual conference, London. • Board will agree the final budget for your Presidential year. • Board meeting, online.
December	<ul style="list-style-type: none"> • Handover with outgoing President. • In person Council meeting.