UK Board Terms of Reference

Duties

1. To uphold the QSi Constitution.
2. To recruit members, provide and monitor CPD and the general administration of its membership as directed by the QSi Global Board’s membership strategy.
3. To promote the QSi in a positive and professional manner at a national level.
4. To act at all times in the best interests of the QSi and its members.
5. To develop and implement a national strategic plan which underpins and supports the Global Board’s global strategy.
6. Report into the QSi Global Board two weeks after a board meeting, providing copies of board meeting minutes identifying matters discussed, a list of actions, requests for information or actions by/from the QSi Global Board, including any approvals being sought from the QSi Global Board.
7. The UK Board will keep proper books of accounts of income and expenditure. The Treasurer will be responsible for the day-to-day book keeping entries. There will be a finance sub-committee established to monitor the financial health of the UK Board. Auditing of books of accounts is the responsibility of the QSi Global Board.
8. The UK Board will fix the date of the AGM and circulate the location, time and date, and a copy of the agenda to all members at least 3 weeks prior to the AGM. Any member entitled to vote can attend the AGM.
9. The UK Board can convene an EGM if not less than 15 members request such an EGM in writing.

Composition of the UK Board

1. The UK Board will comprise a maximum of 10 (ten) and a minimum of 8 (eight) members.
2. The UK Board will include a Chair, Vice Chair, Secretary and Treasurer, to be selected from the elected board members by the board members.
3. All members of the board are to be approved by the QSi Global Board.
4. One member of the UK Board will also serve as a member of the QSi Global Board, the purpose being to ensure that QSi Global Board communications are relayed clearly to the UK Board and vice versa.

5. Appointment periods are as follows: Chair, Vice-Chair, Secretary and Treasurer are 2 year appointments, other members are for 3 year appointments. Members can stand for re-election after their tenure. There is no limit on the number of re-elections to the UK Board. All UK Board members are elected by the membership on a simple ‘most votes’ basis. If 2 or more candidates receive equal amount of votes, the QSi Global Board shall have the casting vote.

6. Sub-committees may be established for specific tasks under the guidance of the Chair. Sub-committee members will be selected by the UK Board.
   (Suggested sub-committees are likely to be: Membership & Training, Finance, General Administration).

7. The UK Board holds the power to co-opt individuals as appropriate to serve on the board.

**Regular Board Meetings**

1. Each national board will meet a minimum of 4 times per year.

2. A quorum for all meetings will be 4 members.

3. Any resolution of the UK Board will be a simple majority of those eligible to vote who are in attendance at the meeting. Other members not in attendance at the meeting shall be allowed to register their vote not later than 7 days after the meeting in writing to the Secretary and Chair. If there is still an equal vote ‘for’ and ‘against’ a motion, then the President of QSi Global Board shall have the casting vote.

4. Notice of meetings will be circulated to members no later than 3 weeks prior to each meeting with a copy to the QSi Global Board Business Manager. The notice shall include the location, date and time of the meeting and an agenda.

5. Any member of the board with a material interest regarding any decision must declare that interest at the outset and will not be eligible to vote on the matter.

6. The Secretary will take minutes of the meeting and circulate to all members of the board with a copy to the QSi Global Board Business Manager.

7. The UK Board will fix the date of the AGM and circulate the location, time and date, and a copy of the agenda to all members at least 3 weeks prior to the AGM. Any member entitled to vote can attend the AGM.

8. The UK Board can convene a national EGM if not less than 15 members request such a national EGM in writing. However in all circumstances the QSi Global Board shall be notified.
**Review**

1. The Terms of Reference will be reviewed bi-annually by the UK Board and recommended changes submitted to the QSi Global Board for approval.

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**QSi President**

Sign ______________________________

Print ______________________________

Date ______________________________

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**UK Board Chair**

Sign ______________________________

Print ______________________________

Date ______________________________