

STRICTLY PRIVATE AND CONFIDENTIAL



CHARTERED
INSTITUTE
OF EXPORT &
INTERNATIONAL
TRADE

The Chartered Institute of Export & International Trade

Appointment of Trustee- Directors

Candidate Brief

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ABOUT THE CHARTERED INSTITUTE OF EXPORT & INTERNATIONAL TRADE (www.export.org.uk)

Overview

- the professional membership body representing and supporting over 7,000 individuals and businesses involved in importing, exporting and international trade
- the leading organisation in this field, playing a critical role in the successful promotion and development of the United Kingdom's role, capability and influence in international trade
- operating in an environment of challenge and opportunity, not least in the wake of the 2016 EU referendum result, the Chartered Institute has demonstrated its capacity, commercially and in terms of its influence, to play a central role as an adviser to individuals and business; as a provider of vital technical and regulatory advice; and as an authoritative, influential and constructive voice for the sector amongst those developing policy and economic strategy nationally and around the world
- has a mission to enhance the export performance of the United Kingdom by setting and maintaining professional standards in international trade management and export practice
- it does this principally through the provision of education, CPD, training programmes and practical business support services including technical advice and documentation resources
- serves as the voice of the export and international trade sector, representing the views and priorities of members to the government, the media and key stakeholders and strategic partners in order to influence policy and champion international trade's central role in the UK economy
- has established an international reputation working with governments, multi-national agencies and development agencies
- the Chartered Institute's members make up a dynamic, enthusiastic community of common interest and there is a vibrant programme of events around the UK at which members are able to network, receive briefings on policy and regulatory developments and share their views and experience

In recent years, the Chartered Institute has successfully grown and developed in a number of ways, including:

- winning – individually and in consortia – a number of major UK government contracts to deliver export training, advice and support. These include the UK Customs Academy and the Trader Support Service programme, and represent the majority of the organisation's turnover of £16m (2023)
- growth in membership numbers and increased member engagement
- closer relationships with external stakeholders, notably UK government departments
- international expansion, including the opening of new offices in London, Belfast, Brussels and Nairobi (the Institute owns the freehold of its modern offices in Peterborough, from where most of its training and education programmes and advisory services are administered)
- growth of the staff team to over 100, the majority based in the UK, with colleagues also based in the EU, Africa and the Caribbean
- advancing the Chartered Institute's support for training and education for school and college students through the IoE Foundation, a grant-making

Governance overview

Founded in 1935 and established as a UK charity and registered as a charitable company limited by guarantee, the organisation successfully secured Chartered status in 2024. This is not only a recognition of the Chartered Institute's impact to date but will also enhance its ability and credibility in delivering economic and social value.

The constitution allows for up to 12 Trustee-Directors from three categories: members representative Trustee-Directors (elected by the membership at the AGM), independent Trustee-Directors (also elected by the membership at the AGM) and co-opted Trustee-Directors, the last of these being eligible for election at the AGM following their co-option.

The President is Lord Green of Hurstpierpoint, the former Minister of State for Trade and Investment, and the Chair is Terry Scuoler CBE, formerly Chief Executive of MakeUK/Engineering Employers Federation.

There is a requirement for three independent Trustee-Directors to take up post in 2025, initially on a co-opted basis and subject to formal confirmation by members.

THE ROLE OF TRUSTEE-DIRECTOR

The board exists to provide strategic direction and leadership to the organisation, to fulfil the legal responsibilities prescribed by company law and charities law and to provide effective oversight of and support to the executive. The Trustee-Directors have – collectively and individually – a fiduciary duty to the Chartered Institute and its members, as well as legal responsibility for the organisation’s compliance with company law, accounting practices, employment law and other relevant regulations.

The board regularly reviews its own performance, structure (there are three standing committees covering Finance, Membership and Academic matters), composition and remit to provide the most effective leadership and oversight to the organisation.

Trustee-Directors normally serve for an initial term of three years, may stand for a second term and, if appointed (by the board) as Chair, Vice-Chair or Honorary Treasurer, may serve for a maximum of a further six years.

The board meets at least six times a year, and Trustee-Directors would additionally be expected to attend the AGM, board committee meetings as required and a small number of other board events such as strategy and planning days. Ad hoc meetings and conference calls are undertaken when required. Trustee-Directors can therefore expect to spend a certain amount of time reading and otherwise preparing for meetings and board discussions.

There are also a number of occasions during the year when Trustee-Directors are able and encouraged to attend and support Chartered Institute events.

CANDIDATE SPECIFICATION

Our clients are looking for candidates whose breadth of experience, successful career record and intellectual and strategic strengths will complement the current board and contribute decisively to the Chartered Institute’s continued growth and impact. Whilst previous non-executive/trustee experience is not essential, candidates should be able to point to a credible record of working at board level, with a clear understanding of the role, function and effective operation of a well-run board.

The board clearly needs to have a diverse make-up in terms of sector backgrounds and experience, and good candidates may come from a range of professional pedigrees. Overall, the requirement is for candidates with a good understanding of international/cross-border working; first-hand knowledge of export/international trade matters would be a distinct plus, as would prior involvement with national, international or other multilateral bodies such as those sponsored by the UN, WTO etc. Candidates

should ideally also be able to demonstrate an empathy with the character and constitution of the Chartered Institute as a commercially ambitious yet not-for-profit membership body with a strong public interest ethos at its heart.

REMUNERATION

As the Chartered Institute is ultimately a charity, these positions are unremunerated. This will not change after the transition to Chartered status. Reasonable expenses will be met and D&O insurance will be provided.

RECRUITMENT PROCESS AND CONTACTS

This assignment is being managed on behalf of the Chartered Institute of Export & International Trade by Robin Murray Brown of Kinvara Partners. Contact details are:

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