

# The Security Institute of Ireland

## Background

The Security Institute of Ireland was the first organisation of its kind in Ireland. It was established in response to the ever-increasing demand that “something should be done” in the area of control, education and recognition of those professionals employed in the security field. The Institute was registered in Dublin, Ireland on the 20<sup>th</sup> March 1981, registration number 81738, having being granted a licence by the Minister for Industry, Commerce and Tourism.

The Institute is owned by its members and has no shareholders or share capital.

## Constitution

The establishing Memorandum and Articles of Association, the Constitution, describe by stated objects that the organisation is dedicated to improving the academic and business knowledge of those working in the security industry. The substantial activity of the Institute since its inception in 1981 has been focused on training, training supports and certification within the security industry in Ireland.

## Membership

The owners of the Security Institute are its members. These are qualified or experienced security and related services practitioners. The members elect an honorary board, who manage the affairs of the Institute.

An Annual General Meeting of members takes place, where the board reports to members on the affairs of the Institute including its financial affairs.

## Board of Directors

A Board of Directors elected by the Institute members manage the affairs of the Institute. The Board of Directors appoint a Chief Executive and other senior officers. The Board is responsible for the allocation of resources and a financial report is a permanent feature of each meeting agenda.

They also establish various committees to assist with the efficient running of the affairs of the Institute on behalf of its members. This includes the establishment of an Academic Board of Governors who advise on all matters of training and education and a Management Committee who assist, advise and support the Chief Executive.

The Board of Directors are responsible for policy making and strategic planning. Chairs of other boards and senior committees are also board members ensuring that this body maintains oversight of, and can participate in and comment on all aspects of the Institute's activity.

Board members hold honorary positions and must retire by rotation every three years. They are elected or re-elected by members of the Institute by a postal ballot having being deemed eligible and approved by a Nominations and Continuation Committee.

Directors must be members of the Institute to be eligible for nomination.

## **President and Deputy President**

The President and Deputy President are elected by the board for a two-year term of office. The President is chair of the board. The President and Deputy President must be board members to be eligible.

The Chair is responsible for coordinating and managing the affairs of the Board. Meeting dates, venue, agenda, committee reports and other business of the Board are matters for the Chair in consultation with the National Secretary.

## **Chief Executive Officer**

Reporting to the Board of Directors the Chief Executive is responsible for implementing Board policy and will consult with relevant officers, boards and committees as necessary.

The Chief Executive is an employee and will hold a Board position, it is Institute policy that a serving Chief Executive may not hold the position of President / Board Chair or National Secretary.

The Chief Executive is responsible for the implementation of processes for the appointment of administration staff, on approval of the board and in consultation with the head of administration. Administration staff will be qualified and experienced and / or trained to perform all tasks required.

The Chief Executive is responsible for the implementation of processes for the approval of trainers and entry of trainers, subject to Security Institute policy and procedures, onto the National Register of Approved Trainers. This approval includes the allocation and control of subject matter each individual trainer is authorised to deliver and assess.

The Chief Executive is responsible for the implementation of processes regarding the appointment of specific duty persons, subject to Security Institute policy and procedures, including Internal Verifiers, External Authenticators and other auditors, monitors and evaluators or any similar internal or external role.

The Management Committee and the Head of Administration assist the Chief Executive.

Experienced full-time staff administer the affairs of the Institute from its fully equipped suite of offices in Naas, Co. Kildare. This is a 2,000 sq. ft. premises owned by the Institute.

## **Activities**

The Security Institute is the sector body for training and education in the security industry in Ireland and its principal business functions are all training related. Its main activities include certification, design of training courses, delivery of training courses, publishing training manuals, and maintaining registers of professional security practitioners including members, companies, trainers and consultants. Advice, guidance, supports and reports are provided to the industry and other stakeholders.

The organisation represents the training and education sector of the industry at national and international fora. This operational business activity takes place substantially in the Republic of Ireland, a European Union Member State.

## **Exclusions**

The Security Institute does not:

- Service products
- Use or incorporate customer property into the product
- Use devices, equipment or instruments to assure or verify conformity as this is a visual document review

## **Registers**

As part of its industry support activity, the Institute manages and publishes various registers of professional individuals and entities, including:

- Professional Security Companies Corporate Register
- National Register of Approved Trainers
- National Qualifications Register
- Security Consultants Register