

Role Descriptions

These are voluntary roles. The duties outlined below reflect our shared hopes and expectations but do not create any contractual obligations.

RTPI Cymru Executive Committee

The work of RTPI Cymru is managed through the RTPI Cymru Executive Committee and implemented by the Director and staff team based at the Cardiff office. The Committee's remit includes:

- developing the Institute's position on planning policy in Wales
- supporting members in their professional activities
- working with regional Chapters and Young Planners Cymru
- coordinating the Institute's programme of national events in Wales

The Executive Committee is represented on the RTPI's General Assembly, committees and panels.

Composition of the Executive Committee

Office Bearers:

- Chair
- Senior Vice Chair
- Junior Vice Chair
- Immediate Past Chair

Other Executive Committee roles:

- Six elected Chartered members
- Two Student / Licentiate members
- An Associate member (optional)
- Young Planners Cymru representative
- Two General Assembly representatives

Term of office

The term of office for Executive Committee members is two years.

Routes to membership of the Executive Committee

Members can be elected to the following roles on the Committee:

- Office Bearers
- Corporate / Legal Associate / Student / Licentiate members

The following position is appointed by the relevant forum / network and the representative must be a member of the Institute:

- Young Planners Cymru

What's involved?

- Contribute to the setting of objectives for the Committee within the context of the RTPI's Corporate Strategy and the RTPI Cymru Service Plan.
- Support the business planning process for RTPI Cymru, with reference to the RTPI's Corporate Strategy.
- Be willing to represent RTPI Cymru on advisory groups, working parties or panels.
- Contribute to the agreement of an events programme for RTPI Cymru and attend / chair events as appropriate.
- Representing RTPI at conferences and events as appropriate.
- Undertaking promotional activities on behalf of RTPI Cymru.
- Foster and maintain good relationships with committee members and RTPI staff.
- Actively seek to build and deepen existing and new relationships with other built environment organisations, politicians and other relevant groups.
- Promote the benefits of RTPI membership and encourage members to become active members, engaging with students and seeking to recruit new members.

Please also see Appendix 1 for role specific responsibilities.

All RTPI volunteers:

- Act in the interests of the RTPI, irrespective of any commitments to other organisations or groups or any personal interests.
- Declare any potential conflicts of interest and seek advice from the Governance Manager if necessary.
- Adhere to relevant RTPI policies, procedures and behaviours.

What's expected of you?

- Attend Executive Committee meetings (there are normally four meetings a year).
- Contribute to discussions and decisions at meetings.

- Read and consider papers in advance of meetings. Papers are normally circulated electronically one week in advance of meetings.
- Act in the best interests of the RTPI, irrespective of any commitments to other organisations or groups or any personal interests.
- Adhere to relevant RTPI policies and procedures.

About you

A role on the Executive Committee would be suitable for members with the following attributes:

- A strong commitment to planning and the RTPI's strategic objectives and vision.
- A strategic and collegiate approach to working with committee members
- Good knowledge of the Welsh planning system and the context it functions in
- Good communication and interpersonal skills, in particular influencing skills
- Ability to see the bigger picture, as well as taking into account current priorities.
- Availability to attend committee meetings as scheduled (normally daytime but there may be occasional evening meetings)

Key contact:

Director of Wales, Northern Ireland and Planning Aid

Appendix 1 - Role specific responsibilities

Contents

A. Chair

The role

As the Chair you will lead and guide the RTPI Cymru Executive Committee, to set, monitor and achieve annual objectives, including growing membership, in support of the RTPI's Corporate Strategy. The Chair acts as a figurehead for RTPI Cymru and represents the RTPI with key organisations, including Government, agencies and politicians.

In addition to the responsibilities for Committee members outlined above, the Chair will also be responsible for the following:

Leadership

- Provide leadership and direction to the Executive Committee and, in particular, facilitate the setting of objectives in the context of the RTPI's Corporate Strategy and the RTPI Cymru Service Plan.
- Support the service planning process for RTPI Cymru, with reference to the RTPI's Corporate Strategy and in liaison with the Director of Wales, Northern Ireland and Planning Aid, Senior Vice Chair, Junior Vice Chair, and Immediate Past Chair.
- Represent, or agree representation of, RTPI Cymru on advisory groups, working parties or panels
- Work with the Executive Committee to agree an events programme for RTPI Cymru and chair/ attend these as appropriate

Governance

- Work with the Director of Wales, Northern Ireland and Planning Aid, to agree agenda items for committee meetings in advance.
- Chair committee meetings ensuring that:
 - the discussion is focused and professional and (as far as possible) that all members have an opportunity to contribute.
 - clear decisions are made and responsibility for taking forward action points is properly allocated
- Monitor the implementation of agreements and action points from committee meetings.

Visit of the RTPI President

- Support the annual visit of the President ensuring a well organised, successful and varied programme of activity, involving a good cross section of members, takes place with the support of the Wales, Northern Ireland and Planning Aid.

Building relationships

- Act, where appropriate, as the media spokesperson with support from the Communications team and Director, and ensure any public statements made by RTPI Cymru conform to agreed RTPI policy, seeking advice where there is uncertainty.
- Foster and maintain good relationships with committee members and RTPI staff.
- Actively seek to build and deepen existing and new relationships with other built environment organisations, politicians and other relevant groups
- Promote the benefits of RTPI membership and encourage members to become active members, engaging with students and seeking to recruit new members.

Expected time commitments

In addition to the commitments detailed above for Committee members:

- Chair's contribution / comments in Cynllunio (normally four times a year)
- Chair, Annual Conference
- In total 4 meetings a year plus preparation work and follow up actions.
- Whilst expected term of office is one year, you will be expected to serve first as Junior Vice Chair, then Senior Vice Chair before progressing to the role of Chair. Following this term you will be expected to serve as Immediate Past Chair as outlined in RTPI Cymru Terms of Reference.

About you

In addition to the attributes expected of the Executive Committee members outlined above, you will also have:

- Chartered membership of RTPI
- Experience of committees and how they work
- Ideally, experience of charring committees

B. Senior Vice Chair

The role

As the Senior Vice Chair you will support the Chair and Junior Vice Chair to lead and guide the RTPI Cymru Executive Committee, to set, monitor and achieve annual objectives, including growing membership, in support of the RTPI's Corporate Strategy. You will support and stand in for the Chair who acts as a figurehead for RTPI Cymru and represents the RTPI with key organisations, including Government, agencies and politicians.

In addition to the responsibilities for Executive Committee members outlined above, the Chair will also be responsible for the following:

- Support the Chair in leadership and direction for the Executive Committee and the business planning process.
- Work with the Director of Wales, Northern Ireland and Planning Aid, to agree agenda items for committee meetings in advance.
- Chair committee meetings in the absence of the Chair.

- In the absence of the Chair act, where appropriate, as the media spokesperson with support from the Communications team and Director, and ensure any public statements conform to agreed RTPI policy, seeking advice where there is uncertainty.

Expected time commitments

In addition to the commitments detailed above for Executive Committee members:

- Whilst expected term of office is one year, you will be expected to then serve as Chair. Following this term you will be expected to serve as Immediate Past Chair as outlined in RTPI Cymru Terms of Reference.

About you

In addition to the attributes expected of the Executive Committee members outlined above, you will also have:

- Chartered membership of RTPI
- Experience of committees and how they work

C. Junior Vice Chair

The role

As the Junior Vice Chair you will support the Chair and Senior Vice Chair to lead and guide the RTPI Cymru Executive Committee, to set, monitor and achieve annual objectives, including growing membership, in support of the RTPI's Corporate Strategy. You will support and stand in for the Chair who acts as a figurehead for RTPI Cymru and represents the RTPI with key organisations, including Government, agencies and politicians.

In addition to the responsibilities for Executive Committee members outlined above, the Chair will also be responsible for the following:

- Support the Chair and Senior Vice Chair in leadership and direction for the Executive Committee and the business planning process.
- Work with the Director of Wales, Northern Ireland and Planning Aid, to agree agenda items for committee meetings in advance.

Expected time commitments

In addition to the commitments detailed above for Executive Committee members:

- Whilst expected term of office is one year, you will be expected to then serve as Senior Vice Chair before progressing to the role of Chair. Following this term you will be expected to serve as Immediate Past Chair as outlined in RTPI Cymru Terms of Reference.

About you

In addition to the attributes expected of the Executive Committee members outlined above, you will also have:

- Chartered membership of RTPI
- Experience of committees and how they work