

Young Planner Trustee

Role Description

(A) Young Planner Trustee role

As a Young Planner Trustee and a member of the RTPI Board of Trustees, you are responsible for the management of the affairs of the Institute and promoting the Institute's charitable objectives. RTPI being a registered Charity, its trustees must follow the rules and regulations as mentioned in the RTPI's governing documents; act responsibly and only in the interests of the RTPI; use reasonable care and skill and make well-informed decisions, taking advice when needed.

Being a Young Planner Trustee, you will have the following additional responsibilities of:

- Chairing the Young Planners Chairs group meetings (normally 3 meetings a year)
- Working closely with the RTPI Head of English Regions to help shape Young Planner initiatives across the UK and Ireland.
- Working with the communications team on media opportunities to promote the Planning as a career choice.
- Communicating decisions made at Board level to the Young Planners Chairs group as appropriate.
- Providing the Board and General Assembly with regular updates about Young Planner activity

The Young Planner Trustee is expected to bring an awareness of the current issues facing the RTPI's Young Planners and to share this with the Board of Trustees. However, this role is to act in the interests of the RTPI as a Trustee rather than represent Young Planners.

(B) What's involved?

The Board of Trustees are responsible for making decisions in the following areas. This list is indicative and other items may arise.

Leadership

- Shaping the RTPI's corporate planning processes – including the corporate strategy, the business plan, and the annual budget and supporting documents such as committee work plans.
- Responsible for making decisions on key policies such as the health and safety policy, investment policy and the reserves policy.

Statutory responsibilities

- Ensuring that the Institute is carrying out its purposes for the public benefit
- Complying with the Institute's governing document and the law
- Acting in the Institute's best interests
- Managing Institute's resources responsibly
- Acting with reasonable care and skill

Governance

- Approving the RTPI's annual report and accounts.
- Reviewing the auditors' report on the annual accounts.
- Agreeing the subscription structure for the following year, subject to consultation with the General Assembly.

Building relationships

- Receiving reports from the Institute's standing committees, subcommittees, panels and groups (if any).
- Receiving reports from the President, Chief Executive, volunteers and senior staff.
- Fostering and maintaining good relationships with Trustees, committee members, volunteers and staff.

In addition to the above, the Trustees are required to follow:

- [Trustee's Responsibilities, Behaviours and Competencies](#)
- The guidance published by the Charity Commission: [The essential trustee: what you need to know, what you need to do](#)
- [RTPI Trustees Code of Conduct](#)

Being a RTPI Trustee is a voluntary role. 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.

(C) What's expected of you?

Expected Time Commitments & Term of Office:

- This role is for a three-year term from 1st January 2024 until 31st December 2026.
- In total there are six Trustees Meetings and three General Assembly meetings a year plus preparation work and follow up actions.
- Members of the Board of Trustees are also members of the General Assembly, unless they are already a member of the General Assembly in another capacity.
- Being a Young Planner Trustee, Chairing the Young Planners Chairs group meetings (normally 3 meetings a year)
- Trustees are expected to attend and contribute to the discussions and decisions at Board meetings. This will involve reading the papers for each Board meeting, which are sent out at least ten days in advance of the meeting. Trustees can raise questions about the papers with officers as necessary.
- Papers may be circulated electronically between meetings for consideration by the Board of Trustees. On an average, this might take place once in couple of months.
- Trustees may also be asked to serve as Chair, Vice-Chair, or as a member of the Institute's committees/subcommittees/panels or on a task and finish group. Trustees might also represent at a conference/events as required.
- Elected Trustee will be required to attend the following key meetings, please ensure your availability:
 - Dates to be confirmed for 2024
- The role will require an average time commitment of 1-2 days a month.

(D) What support can you expect?

- Support from RTPI officers.
- Well planned induction programme.
- Training, briefings or guidance documents on relevant topics.
- Expenses covered in line with our policy.

(E) What's in it for you?

The chance to be part of an enthusiastic team of professionals and make a real difference to the planning profession and communities in which we live and work.

The opportunity to:

- Gain high level experience of chairing the RTPI Young Planner Chairs group
- Help shape the future development of the RTPI.
- Opportunity to help steer the delivery of the objectives set out in the Institute's new [Corporate Strategy](#) 2020-30.
- Access professional networking.
- Expand your Continuing Professional Development (CPD) portfolio.
- Gain an understanding of the role of governance in a membership organisation.
- Learn about areas of planning outside of your expertise.

(F) About you

As a Young Planner Trustee, you will have the following attributes:

- Be a member of the Young Planners Network.
- Have preferably already gained experience sitting on one of our Young Planner committees
- Have a clear understanding of the current issues facing the Young Planners both within the RTPI and also the wider network of those starting a career in Planning.
- A strong commitment to planning and the RTPI's strategic objectives and vision.
- Active involvement within the Institute.
- Be available to attend GA, Board, Young Planners Chairs' meetings and other relevant meetings as scheduled.
- The ability to work as a member of a team and a willingness to accept a majority decision and be tolerant of the views of other people.
- A commitment to be well informed about the work of the Institute and to devote the necessary time to the requirements of the role.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to treat sensitive information confidentially.
- Good understanding of the Institute's work and the key stakeholders with which it engages.

(G) How to get involved:

Election to appoint Young Planner Trustee are held once every three years. A Young Planner Trustee is elected for a term of three years, and having been elected may serve for a full term even if they exceed ten years' post qualification experience. The Young Planner Trustee is elected by the General Assembly. The election will take place on the basis of a single transferable vote (voters rank the candidates in order of preference: 1 for their first preference, 2 for their second preference, and so forth).

(H) Eligibility

Candidate must be:

- A 'Young Planner', which means a Member who, on the date of the Autumn Meeting of the General Assembly in the year of election to this post, has no more than ten years' post qualification experience; and
- Supported by at least four Chartered Members, Students or Licentiates.

(I) Key Contact

The Governance Team at governance@rtpi.org.uk

This is a voluntary role. The duties outlined above reflect our shared hopes and expectations but do not create any contractual obligations.