

# Role Descriptions



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

## Scottish Executive Committee

The work of RTPI Scotland is managed through the Scottish Executive Committee (SEC) and implemented by the Director and staff team based at the Edinburgh office. The SEC's remit includes:

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

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

## Composition of the SEC

### Office Bearers:

- Convenor
- Senior Vice Convenor
- Junior Vice Convenor
- Immediate Past Convenor
- Trustee for Scotland

### Other SEC roles:

- Six elected Corporate / Legal Associate members
- Two Student / Licentiate members
- An Associate member
- Representative from each Chapter
- Scottish Planning Consultants Forum representative
- Scottish Young Planners' Network representative
- Partners in Planning representative
- Heads of Planning Scotland representative
- Up to five General Assembly members

## Term of office

The term of office for SEC members is one year with the exception of the Trustee for Scotland and Corporate / Legal Associate members which are for a term of two years.

## Routes to membership of the SEC

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

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

The following positions are appointed by the relevant forum / network and the representative should be a member of the Institute:

- Scottish Planning Consultants' Forum
- Scottish Young Planners' Network
- Partners in Planning
- Heads of Planning Scotland

The Representative for Chapters will normally be the Chapter Convenor unless otherwise agreed by the Chapter.

Up to a maximum of five members of the General Assembly (GA) who are members in Scotland are automatically eligible to join the SEC. If there are more than five eligible GA members, an election will take place.

## What's involved?

- Contribute to the setting of objectives for the SEC within the context of the RTPI's Corporate Strategy and the RTPI Scotland Service Plan.
- Support the business planning process for RTPI Scotland, with reference to the RTPI's Corporate Strategy.
- Contribute to responses to policy papers, consultation responses and communications with key stakeholders with support from RTPI Officers.
- Be willing to represent RTPI Scotland on advisory groups, working parties or panels.
- Contribute to the agreement of an events programme for RTPI Scotland and attend / chair events as appropriate.
- Representing RTPI at conferences and events as appropriate.
- Undertaking promotional activities on behalf of RTPI Scotland.
- 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.
- Members for Chapters or forums / networks are expected to bring an awareness of the current issues facing the Chapter / forum / network and to share this with the SEC.

However, this role is to act in the interests of the SEC as a whole rather than to represent one particular group.

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 SEC meetings (there are normally four meetings a year).
- Participate in either Communications, Education & Lifelong Learning Sub Committee or Policy Sub Committee (there are normally three 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 SEC 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 SEC 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 Scottish 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 Scotland and Ireland

# Appendix 1 - Role specific responsibilities

## Contents

### A. Convenor

#### The role

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

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

#### Leadership

- Provide leadership and direction to the Scottish Executive committee and, in particular, facilitate the setting of objectives in the context of the RTPI's Corporate Strategy and the RTPI Scotland Service Plan.
- Support the service planning process for RTPI Scotland, with reference to the RTPI's Corporate Strategy and in liaison with the Director of Scotland and Ireland, Senior Vice Convenor, Junior Vice Convenor, Immediate Past Convenor and Trustee for Scotland.
- Agree policy papers, consultations responses and communications with key stakeholders, with the support of the Director and Policy and Practice Officer
- Represent, or agree representation of, RTPI Scotland on advisory groups, working parties or panels
- Work with the Executive Committee to agree an events programme for RTPI Scotland and chair/ attend these as appropriate

#### Governance

- Work with the Director of Scotland and Ireland, 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 Director of Scotland and Ireland.

## 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 Scotland 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 SEC members:

- Chair, Officers Group (normally four times a year)
- Chair, Scottish Forum for Planning (normally two meetings a year)
- Convenor's Comments in Scottish Planner (normally four times a year)
- Chair, Annual Conference
- Chair, Geddes Lecture
- Chair, Scottish Young Planners' Conference
- Representative at General Assembly (normally three times a year)
- In total 19 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 Convenor, then Senior Vice Convenor before progressing to the role of Convenor. Following this term you will be expected to serve as Immediate Past Convenor as outlined in RTPI Scotland Terms of Reference.

## About you

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

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

## B. Senior Vice Convenor

### The role

As the Senior Vice Convenor you will support the Convenor and Junior Vice Convenor to lead and guide the Scottish 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 Convenor who acts as a figurehead for RTPI Scotland and represents the RTPI with key organisations, including Government, agencies and politicians.

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

- Support the Convenor in leadership and direction for the SEC and the business planning process.

- Work with the Director of Scotland and Ireland, to agree agenda items for committee meetings in advance.
- Chair committee meetings in the absence of the Convenor.
- In the absence of the Convenor act, where appropriate, as the media spokesperson with support from the Communications team and Director, and ensure any public statements made by the region conform to agreed RTPI policy, seeking advice where there is uncertainty.

### Expected time commitments

In addition to the commitments detailed above for SEC members:

- Chair, either Communications, Education & Lifelong Learning Sub Committee or Policy Sub Committee (normally three meetings per year)
- Officers Group (normally four meetings per year)
- Representative on General Assembly (normally three meetings per year)
- Whilst expected term of office is one year, you will be expected to then serve as Convenor. Following this term you will be expected to serve as Immediate Past Convenor as outlined in RTPI Scotland Terms of Reference.

### About you

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

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

## C. Junior Vice Convenor

### The role

As the Junior Vice Convenor you will support the Convenor and Senior Vice Convenor to lead and guide the Scottish 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 Convenor who acts as a figurehead for RTPI Scotland and represents the RTPI with key organisations, including Government, agencies and politicians.

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

- Support the Convenor and Senior Vice Convenor in leadership and direction for the SEC and the business planning process.
- Work with the Director of Scotland and Ireland, to agree agenda items for committee meetings in advance.

### Expected time commitments

In addition to the commitments detailed above for SEC members:

- Officers Group (normally four meetings per year)
- Representative on the RTPI Nations and Regions Panel (normally three meetings per year)

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

### About you

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

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