

# RMB and RAC Role Descriptions



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

## Regional Management Board

The Regional Management Board has overall responsibility for the preparation, monitoring and delivery of the Regional Business Plan to ensure finances and the operation of the Region are managed effectively. The Regional Activities Committee supports and advises the Regional Management Board. It assists with activities arranged by and for members of the Region, including events, newsletters, media coverage, awards as well as other activities.

The Regional Management Board is composed of the Regions elected Officers and the Immediate Past Chair. Regional Committees are supported by an RTPI Regional Coordinator who acts as a key contact. The Regional Activities Committee is of a similar in structure.

## What's involved?

All members of the Regional Management Board and Regional Activities Committee are responsible collectively for ensuring that an effective Regional Business Plan is implemented and monitored, to deliver its objectives in line with the RTPI Corporate Strategy.

Committee members:

- Contribute to discussions and decision making for the Regional Management Board (RMB) and / or Regional Activities Committee (RAC) and support the business planning process for the region.
- Foster and maintain good relationships with committee members and RTPI staff.
- Promote the benefits of RTPI membership and encourage members to become active members, engaging with students, and seeking to recruit new members.
- Are willing to participate in regional affairs, discussions and debate
- Provide verbal/written updates to the committee if allocated a designated task /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.

Please also see [Appendix 1](#) for role specific responsibilities.

## Composition of the Regional Management Board

The composition can vary according to region but normally includes:

- Chair
- Vice Chair
- Regional Secretary
- Regional Treasurer
- Immediate Past Chair
- [Nations and Regions Panel](#) Representative (if not undertaken by Secretary)
- Regional Representative on [General Assembly](#)

## Composition of the Regional Activities Committee

The composition can vary according to region but normally includes the roles listed above plus:

- Young Planners Representative
- Planning Aid England Representative
- Student / Licentiate members
- Chartered members

## Expected Commitments for Members of the RMB and RAC

- Availability to attend committee/board meetings as scheduled within the region (RAC and RMB meetings are normally held 4-6 times a year).
- The time to be actively involved contributing to one or more regional activities.
- Ensure the confidentiality is observed of any documents discussed or presented.
- Immediately notify the key contact of any potential conflict of interest arising in connection with this role.
- Attend the AGM or annual meeting.

## Term of Office

The term for roles is normally one or two years but this varies across regions. Please check with the Regional Co-ordinator for your region.

Elections for roles are held annually or every two years depending on the region

## 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:

- Further, develop your existing skills and learn new ones.
- Expand your Continuing Professional Development (CPD) portfolio
- Gain an understanding of the role of governance in a membership organisation
- Help shape the future development of the RTPI for its members as well as the regional CPD programme
- Highlight members' needs and influence decisions to meet these.

## How we will support you

- All new volunteers are invited to an Induction to the RTPI. If you're already volunteering in a different role, you will be invited to an update session every 2 years.
- You will have a Key Contact for the role.
- Volunteer involvement is supported by relevant organisational policies, procedures and insurance.
- The Royal Town Planning Institute will reimburse expenses reasonably incurred by trustees, members, staff, and other volunteers carrying out Institute business, on a cost-effective basis.

## About you

A role on the Regional Management Board or Regional Activities Committee would be suitable for members with the following attributes:

- A strong commitment to planning and the RTPI's strategic objectives and vision.
- 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 others.
- 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
- Active involvement or willingness to be actively involved within the region
- Availability to attend committee meetings as scheduled within the region (day or evening)

**Key Contact for all Regional Roles:** Regional Co-ordinator

## Appendix 1 - Role specific responsibilities

### Contents

- A. [Chair](#)
- B. [Vice Chair](#)
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- F. [Regional Representative on General Assembly](#)
- G. [Regional Activities Committee Member](#)
- H. [Young Planners Representative](#)

### A. Regional Chair

#### The role

The role of Regional Chair provides leadership to the region, acting as the public representative of the RTPI at meetings and events and, where appropriate, will be the spokesperson for the RTPI and its local members. You will have the primary responsibility for setting, monitoring and achieving annual objectives, including growing membership, in support of the RTPI's corporate strategy. The chair

needs to be able to work effectively with a wide range of individuals and to keep up to date with RTPI policy positions and procedures.

In addition to the general duties and responsibilities of a Regional Management Board/Committee member, the Chair will be responsible for the following:

### Leadership

- Providing leadership and direction to the Regional Management Board (RMB) and Regional Activities Committee (RAC) and, in particular, facilitating the setting of objectives in line with the Institute's corporate strategy.
- Leading the business planning process for the Region, with reference to the RTPI's corporate strategy, supported by the Vice Chair and in liaison with the Regional Treasurer, Regional Secretary, Regional Co-ordinator, Regional Committees and Head of RTPI English Regions.
- Developing the Vice Chair (Junior and/or Senior) to fully equip them with the skills, experience and confidence to ensure their smooth succession to the role of Chair.
- Seeking advice and support where necessary from the Immediate Past Chair.

### Governance

- Working with the Regional Co-ordinator and Regional Secretary to agree agenda items for RMB/RAC committee meetings in advance.
- Chairing 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.
- Monitoring the implementation of agreements and action points from committee meetings.
- Chairing the Annual General Meeting and any other Region General/Special Meetings.
- Notifying members of any documents and discussions that are confidential.
- Immediately notifying the key contact of any potential conflict of interest arising in connection with this role.

### Building Relationships

- Representing the RTPI at conferences and events.
- Undertaking promotional activities e.g. visiting schemes for the finalists of the planning excellence awards.
- Acting, where appropriate, as the media spokesperson with support from the Communications team, and ensuring any public statements made by the region conform to agreed RTPI policy, seeking advice where there is uncertainty.
- Actively seeking to build and deepen existing and new relationships with built environment organisations, politicians, and other relevant groups.

### Visit of the RTPI President

- Coordinating 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.
- Accompanying the President as appropriate.

### Region Specific Activities

Regions may also identify additional responsibilities for Chairs to undertake in order to help deliver business plans.

### Term of Office

Whilst the expected term of office is 1 or 2 years, the expected commitment to the role varies by Region. The Chair is often expected to serve first as Junior Chair, then Senior Chair before progressing to Chair. Following this term, there is an expectation to serve as Immediate Past Chair or such role as provided for in the Scheme of Delegation.

## About you

In addition to the attributes of a RMB/RAC member, this role will suit members with the following:

- Chartered member of the RTPI.
- Previously served as Vice Chair.
- The ability to see the bigger picture, as well as taking into account current priorities.
- A strategic and collegiate approach to working with committee members.

## B. Vice Chair / Junior Vice Chair

### The role

As Vice Chair, you will support the Chair as required in providing leadership to the region, acting as the public representative of the RTPI at meetings and events and, where appropriate. You will assist the Chair in setting, monitoring and achieving annual objectives, in support of the RTPI's corporate strategy. The Vice Chair needs to be able to work effectively with a wide range of individuals and to keep up to date with RTPI policy positions and procedures.

In addition to the general duties and responsibilities of a Regional Management Board/Committee member, the Vice-Chair will be responsible for the following:

### Leadership

- Assisting the chair in providing leadership and direction to the Regional Management Board and Regional Activities committee and, in particular, facilitate the setting of objectives in line with the Institute's corporate strategy.
- Actively engaging in the business planning process for the region, with reference to the RTPI's corporate plan and in liaison with the Regional Treasurer, Regional Secretary, Regional Co-ordinator, Regional Committees and Head of RTPI English Regions, ahead of your year as Chair.

### Governance

- Working with the Regional Co-ordinator and Regional Secretary to agree agenda items for committee meetings in advance, if requested by the Chair.
- Chairing committee meetings as delegated if appropriate, 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
- Monitoring the implementation of agreements and action points from committee meetings.
- Chairing the Annual General Meeting and any other Region General Meetings in the absence of the Chair.

## Region Specific Activities

Regions may also identify additional responsibilities for Vice Chairs to undertake in order to help deliver business plans.

### Building relationships

- Represent the RTPI at conferences and events when requested by the Chair
- Undertake promotional activities as required by the Chair e.g. visiting schemes for the finalists of the planning excellence awards.
- Act, where appropriate, as the media spokesperson with support from the Communications team, and ensure any public statements made by the region conform to agreed RTPI policy, seeking advice where there is uncertainty.
- Actively seek to build and deepen existing and new relationships with built environment organisations, politicians, and other relevant groups

### Term in Office

Whilst the expected term of office is 1 or 2 years, the expected commitment to the role varies by Region. You are normally expected to progress from Junior to Senior Vice Chair and then step up as Chair.

### About you

In addition to the attributes of a RMB/RAC member, this role will suit members with the following:

- Experience of participating on a RTPI committee or similar committee.
- The ability to see the bigger picture, as well as taking into account current priorities.

## C. Immediate Past Chair

### The role

As Immediate Past Chair, you will support the Chair as required. You will provide advice when required, on providing leadership to the region and assist the Chair, in setting, monitoring and achieving annual objectives, including growing membership, in support of the RTPI's corporate strategy. The Immediate Past Chair needs to be able to work effectively with a wide range of individuals and to keep up to date with RTPI policy positions and procedures.

The duties of the Immediate Past Chair are similar to those of the Vice Chair.

## D. Regional Secretary

### The role

As Regional Secretary, you will support the Chair in the smooth running of the Regional Management (RMB) Board and the Regional Activities Committee (RAC) and work closely with the Regional Coordinator to facilitate the activities of the region.

In addition to the general duties and responsibilities of a Regional Management Board/Committee member, the Regional Secretary will be responsible for the following:

### Committee management

Prepare for and administer the RMB and RAC meetings. This includes:

- Arranging the dates of the meetings in conjunction with the Chair/Regional Coordinator and advising members of the RMB and RAC.
- Organising the detailed arrangements for each meeting.
- Seeking agenda items and agreeing these with the Chair,
- Preparation of papers including minutes or meeting notes for the Regional Coordinator to circulate according to the Institute's adopted service standards
- Report to the relevant committee on important matters and when decisions are required (such as on governance issues).
- Working with the Regional Co-ordinator to ensure that the dates of meetings are included in the regional calendar; minutes and agendas are placed on the website and other day to day matters are dealt with
- Becoming familiar with RTPI governance provisions, procedures, and related advice.
- Applying the provisions of the RMB and RAC Schemes of Delegation

### Preparation for annual meetings and regional elections

- Arranging the date and venue for an annual meeting in conjunction with the Chair/Regional Coordinator.
- Organising the voting for elections as outlined per the agreed Elections Guidance note and arrange with Regional Coordinator to notify regional members.
- Working with regional co-ordinator on the compilation of the Regional Annual Review

### Other

- Liaising with the Regional Coordinator and Head of English Regions to effectively implement decisions taken by RMB and RAC
- Coordinating the production of the Business Plan submission
- Informing members of matters of interest relating to the operation of the region on a regular basis
- Representing the RMB on the Nations and Regions Panel if delegated as such by RMB

### About you

In addition to the attributes outlined above of a RMB/RAC member, this role will suit members with the following:

- Good administrative and organisational skills.
- The ability to prioritise and excellent attention to detail.
- Experience of participating on an RTPI committee or similar committee.
- The ability to understand and interpret governance documents (such as schemes of delegation).

## E. Regional Treasurer

### The role

As Regional Treasurer, you will provide the Regional Management Board (RMB) with support on financial considerations to ensure the finances of the region are effectively managed. This role is fundamental in helping RTPI to deliver strong financial and business management in a member focused organisation.

In addition to the general duties and responsibilities of a Regional Management Board/Committee member, the Regional Treasurer will be responsible for the following:

## Business Planning

- Preparing the annual budget and business plan for the region, supported by the Regional Co-ordinator, Chair, Secretary and sub-committees in line with guidelines and timetable.
- Overseeing the income and expenditure for the Region.
- Ensuring planned expenditure is in line with the approved budget and RTPI's financial protocols
- Working with the Finance Department and the Head of the English Regions to ensure proper investment of the RTPI funds allocated to the Region.

## Reporting

- Monitoring progress against business plan and budget and reporting back to each RMB meeting
- Working with regional co-ordinator to review monthly management accounts
- Providing Finance Department and Head of English Regions with a progress report at mid-year
- Preparing a written summary for inclusion in the region's Annual Review

## Regional Representation

- Attending a Treasurers business planning and budgeting briefing (usually part of the Nations and Regions Panel in June)

## Term of Office

The term of office is normally 1 or 2 years but the expected commitment to the role varies by Region.

## About you

In addition to the attributes of a RMB/RAC member, this role will suit members with:

- Experience of financial control and budgeting
- The ability to prioritise and excellent attention to detail.
- The ability to think methodically.

## F. Regional Representative on General Assembly

### The role

As a Regional Representative on the General Assembly you will have the opportunity to debate matters of importance to the Institute, to hear presentations from a range of speakers and organisations and to network with other planning professionals. The General Assembly is the debating chamber of the Institute, meeting three times a year, and is elected by RTPI members.

### What's involved?

The General Assembly is responsible for making decisions in the following areas. This list is indicative and other items may arise.

### Leadership

- Entitled to vote in the elections for the Board of Trustees, which are held each autumn.



- Permitted to apply for membership of the RTPI's standing committees.
- Invited to respond to the consultations.

### Governance

Consulted by the Board of Trustees during the year on issues such as the proposed subscription rates for the following year.

- Overview of the Board of Trustees work through GA meetings.

### Building relationships

- Network with other planning professionals and develop planning knowledge and skills.

A more detailed role description is available on request.

## G. Regional Activities Committee Member

### The role

As a Regional Activities Committee Member, you will help deliver RTPI activities contributing to the Institute's Corporate Strategy, as set out in the approved Regional Business Plan and Budget. You have the opportunity to get involved in areas of particular interest to you or areas where you have expertise. There are many different activities that volunteers are encouraged to get involved with such as:

- Joining a sub-committee or task group in your region: These groups have a specific objective and are often project based and for a limited time and may deliver one of the regular or ad-hoc activities listed below. Further details can be found in [Appendix 2](#).
  - CPD and Events
  - Education Champion
  - EDI Champion
  - Young Planners
  - Planning Aid England
  - International
- Regular / ad-hoc activities: These offer volunteers the scope to choose activities of specific interest and can be tailored to fit around existing commitments. To find out more about what types of activities you can get involved with, please see [Appendix 2](#) or speak to your Regional Coordinator.
  - Future Planners Ambassador
  - Communications
  - Awards
  - Policy and Research

There may be other ways in which you can actively contribute as an RAC member, so if there is something you are interested in please get in touch with your key contact.

## H. Young Planners Representative

### The role

As a Young Planners Representative, you will contribute to providing a professional development and support network for potential planners entering the profession and those in the early stages of their planning career.

In addition to the general duties and responsibilities of a Regional Management Board/Committee member, the role of Young Planners Representative will involve:

- Regular attendance at Young Planners group events and any joint events with other built environment professionals e.g. RICS, RIBA and ICE.
- Willingness to participate in regional affairs, discussions and debate.
- Provide verbal/written updates to the Young Planners Group/RAC if allocated a designated task/role (see below).

As a Young Planner, you can get involved in areas which are of particular interest or where you feel you have expertise in. Typically, these may include:

- Chairing a Young Planners Group to provide overall direction in line with regional business plans and represent the group on the Regional Activities Committee and National Young Planners Chair group.
- Vice Chair: supporting the Chair in activities and stand in where necessary.
- Administrator/Secretary: organising meetings and helping to prepare minutes.
- Communications and Public Relations: Supporting the Regional Coordinator/ to promote the group to other members, local planning schools and other built environment professional groups in the local area by means of:
  - writing articles/blogs for newsletters/website
  - maintaining and regularly updating social media forums, such as Facebook, LinkedIn, and twitter
- Organising an event, such as CPD, social or professional networking opportunity.
- Helping out at an event, displaying Regional Banners, manning registrations, taking photos
- Conducting a risk assessment for an event being organised by the Young Planners Group.
- Securing sponsorship for Young Planner events with the support of the Regional Coordinator.
- Working with the RTPI Regional Coordinator and Chair to set up a university planning society.
- Regional Coordinator liaison - ensuring key information about events and activities is shared well in advance to allow Regional Coordinators to market effectively.
- Encouraging non-RTPI members to join us, by championing the benefits of membership.
- Getting involved with Careers/Education outreach.

## Appendix 2

# RAC Member Additional Information

### Regular Activities

#### CPD and Events

- Assisting with development of the annual CPD/Social Events Programme to reflect CPD priorities and local training needs.
- Leading on the delivery of an event, organising the programme, sourcing speakers, sourcing sponsors, writing learning outcomes.
- Facilitating at events, e.g. helping with registrations on the day or giving support with logistics at the event.
- Taking photographs or promoting the event on social media or by writing a blog about the event.
- Chairing an event
- Promoting RTPI publications and resources to members at events. Collaborating with accredited universities and RTPI Learning Partners within the region on events.

#### Education Champion

To promote membership in the region, through Local Authority, Private Sector and Third Sector organisations.

- Acting as a liaison between RTPI members in your organisation and the RMB.
- Developing a “representative and advocacy” role for the RTPI within your organisation.
- Giving support to RTPI members in your organisation as required.
- Encouraging non-RTPI members within your organisation to join the Institute.
- Promoting RTPI services and activities, including CPD, Planning Aid England, Future Planners etc. within your organisation.
- Keeping yourself aware of RTPI initiatives and announcements through regular use of the RTPI website.

#### EDI Champion

The purpose of the EDI Champion role is to contribute to the creation of an inclusive, accessible, and healthy culture within the RTPI and its committees and support a coordinated and consistent approach to EDI delivery of our Corporate Strategy.

Specifically, the role is to:

- Improve two-way communication between your committee and the EDI Manager
- Act as the initial contact for other committee members, and RTPI members and student members.
- Support the Institutes activity and initiatives that will deliver [CHANGE](#)
- Ensure that business plans, decisions or activities initiated by RTPI’s Committees established across the England Regions and Devolved Nations have considered EDI implications
- Play an active role in advocating/embracing/championing EDI across the Institute.

A more detailed role description is available on request.

## Young Planners

- Chairing a Young Planners Group or an event
- Organising the Young Planners events programme (networking, socials and CPD)
- Leading on delivery of an event, organising the programme, sourcing speakers, sourcing sponsors
- Writing a blog about an event
- Taking photos or using social media at the event
- Facilitating the event, helping with registrations or other support on the day.
- Hosting the annual Young Planners conference
- Getting involved with wider RAC outreach activity e.g. Ambassadors, careers fairs/events, local universities or APC
- Working collaboratively with other Young Professionals in similar disciplines
- Contributing to Young Planners initiatives
- Supporting national policy and practice initiatives

## Planning Aid England

- As a committee member, you could also get involved in the development and direction of Planning Aid England in your region through becoming a regional task group member or representative.

## Ad-Hoc Activities

### Future Planners Ambassador

Involvement either directly or supporting others to:

- Promoting planning as a career choice to students and professionals at events or by writing case study materials for schools.
- Arranging and delivering schools presentations or lessons with pupils and teachers.
- Visiting universities or colleges, representing the RTPI at careers fair, student talk or APC event.
- Mentoring or supporting the professional development of young people.

## Communications

Working with Regional Co-ordinator/RTPI Officer on activities on:

- Providing help in editing newsletters, or in writing pieces for publication such as blog posts, reports or press releases.
- Contributing to relevant regional or national social media activities.
- Inputting into the development of a regional communications/marketing plan.
- Acting as a media spokesperson/providing quotes for the media to represent the views of the RTPI, with agreement from the relevant RTPI contact.

## Awards

- Helping to organise regional RTPI awards programmes/ceremonies.
- Being a member of or chairing an Awards judging panel.

## Policy and Research

Involvement either directly or supporting others to:

- Providing or coordinating feedback on RTPI consultations.
- Organising or facilitating roundtables to support national initiatives.
- Supporting regional research commissions.