**Role Description**

**Co-opted Trustee - Digital Transformation**

**The Role**

The RTPI is the professional body for town planners in the UK and the only organisation able to award chartered status. It has 26,000 members both in the UK and worldwide. The institute operates under a royal charter and is a registered charity.

The Board of Trustees is responsible for the management of the affairs of the Institute and promoting the Institute’s charitable objectives. The RTPI is a registered Charity and its Trustees must follow the rules and regulations as outlined in the RTPI’s governing documents; act responsibly and only in the interests of the Institute; use reasonable care and skill and make well-informed decisions, taking advice when needed.

The Board of Trustees is made up of 11 elected RTPI members and two co-opted non-members appointed by the Board of Trustees to support it with specialist skills and knowledge which might not be available among its members.

The RTPI is seeking a Co-opted Trustee with knowledge of IT systems and processes, implementation of complex IT solutions and digital transformation, preferable in the membership or not for profit sector. This is a voluntary unremunerated role but all out of pocket expenses will be reimbursed.

**What’s involved?**

The RTPI Board of Trustees (BOT) is responsible for making decisions in the following areas.

Leadership

* Shaping the RTPI’s corporate planning processes – including the corporate strategy, the business plan, the annual budget and supporting documents such as committee work plans.
* Ensuring the RTPI has appropriate policies in place on key matters such as health and safety, risk management, data protection and financial management.

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 the 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, Trustees are required to follow:

* [Trustee’s Responsibilities, Behaviours and Competencies](https://www.rtpi.org.uk/media/14520/trustees-responsibilites-behaviours-and-competences.docx)
* The guidance published by the Charity Commission: [The essential trustee: what you need to know, what you need to do](https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do)
* [The RTPI Trustees Code of Conduct](https://www.rtpi.org.uk/media/14521/trustee-code-of-conduct-final-may-2022.docx)

The RTPI Trustee role 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 team, if necessary.
  + Adhere to relevant RTPI policies, procedures, and behaviours.

**What’s expected of you?**

Expected Time Commitments & Term of Office:

* This role is for a three -year term renewable once at the discretion of the Board of Trustees.
* There are 6 BOT meetings a year plus preparation work and follow up actions.
* There may be additional meetings relating to relevant projects, normally on a quarterly basis.
* There are four General Assembly meetings per year and Co-opted Trustees are expected to attend at least one.
* 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 around 10 days before the meeting. Trustees can raise questions about the papers with officers as necessary.
* Papers will be circulated on the Governance Portal between meetings for consideration by the Board.
* Board meetings usually start at 11 am and are held at the RTPI’s offices, virtually or at a venue in central London. Meetings usually finish by around 4 pm.
* The role will require an average commitment of 1 day a month.
* All Trustees are required to act in the interests of the RTPI, irrespective of any commitments to other organisations or groups or any personal interests.
* Trustees are required to declare any potential conflicts of interest and seek advice from the Governance Manager if necessary.
* Trustees are required to adhere to relevant RTPI policies, procedures and behaviours.

#### **In 2024 the Board is due to meet on these dates:**

* Wednesday 28th February
* Wednesday 3rd April
* Wednesday 5th June
* Wednesday 10th and Thursday 11th July Board Away Days
* Wednesday 23rd October
* Wednesday 11th December

#### **General Assembly is due to meet on:**

* Wednesday 24th January
* Wednesday 20th March
* Wednesday 19th June
* Wednesday 16th October

**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 or further develop Trustee Board leadership experience and transferable skills in areas including strategy, business planning and risk management, digital transformation, climate action, EDI, development and steering corporate strategy.
* Help shape the future development of the RTPI and the planning profession.
* Access professional networking.

**About you**

This role will suit an individual with:

* An appropriate professional qualification
* An awareness of and commitment to principles of good governance
* The ability and willingness to work as part of a team and to act as a ‘critical friend’ to Senior Executive Team
* A commitment to equality and diversity as it applies to the Institute’s work and to how the organisation, including its Trustees, operates
* The ability to analyse complex information, question, probe and seek clarification so to come to an independent and unbiased view
* Experience in:
  + Organisational development.
  + IT implementation
  + Digital Transformation
  + Major project development.
* Experience in a similar voluntary role in the charity or not for profit sector would be an advantage

**What support can you expect?**

* Support from RTPI staff.
* Induction meeting for incoming Trustees.
* Training, briefings or guidance documents on relevant topics.
* Expenses covered in line with our policy.

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