Reference	BOT25/APR/14
Date	2nd April 2024

Board of Trustees

Nominations and Elections

Report from the Head of People, Governance and Compliance

FOR DECISION

The Board of Trustees is asked to approve:

a) the Role Descriptions for the General Assembly, Board of Trustees and Presidential Team positions open for nominations this year.

b) The updated questions for the nomination forms.

1. Summary

As part of the preparations for the nominations and elections process, the relevant role descriptions have been reviewed to ensure that they are up to date and accurate. The majority of the amendments, shown in tracked changes, are to amend dates, make minor wording clarifications, change the order of bullet points or to add hyperlinks to documents. The role descriptions have also been reviewed to ensure that the voluntary nature of the roles is clear.

The Presidential Team role descriptions have been updated to reflect the ambassadorial nature of the role and to reflect the decision that RTPI officers will be responsible for political engagements.

Some changes are proposed to the information we ask candidates to provide at the nomination stage to ensure that we are only asking candidates to provide information that is relevant and appropriate.

2. Timetable

The key dates proposed in the nominations and elections process are outlined below:

Monday 2nd June	Nominations Open BOT/GA/Vice President
Monday 28th July	Nominations Close (8 weeks)
Monday 18th August	Elections Open BOT/GA/Vice President
Monday 1st September	*Nominations Open Nations & Regions*
Monday 15th September	Elections Close BOT/GA/Vice President (4 weeks)
Friday 26th September	*Nominations Close Nations & Regions*

Monday 6th October	*Elections Open Nations & Regions*
Monday 6th October	Standing Committee Applications Open
Friday 31st October	*Elections Close Nations & Regions*
Monday 10th November	Standing Committee Applications Close

3.   Roles

The roles available for nomination are:

Presidential Team

- Vice President

Board of Trustees

- Chair of the Board of Trustees
- Chartered Trustees (2 positions)

General Assembly

- Chartered Members (14 positions)
- Student/Licentiate Members (3 positions)
- Legal Associate Members (2 positions)
- Associate Members (2 positions)

4.   Role Descriptions

The role descriptions have been reviewed to ensure that they are up to date and accurate with minor amendments, such as date changes and links to policies, changing the order of some bullet points and updating the wording for some points. The role descriptions have also been reviewed to ensure that the voluntary nature of the roles is clear.

The Presidential Team role descriptions have been updated to reflect the ambassadorial nature of the role and to reflect the decision that RTPI officers will be responsible for political engagements.

5.   Nomination Process

Eligible members are invited to apply for roles via a nomination site hosted by our election providers MiVoice. The information requested during the nomination process has been reviewed to ensure that it is appropriate and necessary and with a view to improving the candidate and voter experience.

The information currently requested is outlined below with a recommendation for the future approach.

Current Application	Observation
1. In no more than 150 words please state briefly why you wish to apply for this position?	Alternative wording suggested to avoid repetition in answers. 'Role' instead of 'position' to reflect voluntary opportunity.
Recommendation:	

In no more than 150 words please outline your motivation for this role.	
2. In no more than 150 words please detail the skills and experience you have that would make you a strong candidate for this position?	Alternative wording suggested to encourage candidates to tailor their answers to the role.
Recommendation:	
In no more than 150 words please detail the skills and experience you have that would enable you to contribute effectively in this role.	
3. Qualifications	The roles do not require a particular qualification level and instead ask of a specific level of membership. Is this information necessary?
Recommendation:	
Remove this question because eligibility has already been assessed by level of membership. If studying at a particular level is relevant it can be included in the skills and experience section.	
4. Present post or occupation, and date commenced	Is this necessary? We have asked about relevant skills an experience in question 2.
Recommendation:	
Remove this question which can be covered in the skills and experience section.	
5. Past and present service to the Institute (50 words)	Relevant context and it is a requirement for some roles to have held a governance role for x years.
Recommendation:	
The question remains the same	
6. In 15 words or less, tell us why you are standing for election?	This is the headline information included on the election page under the candidate's photo.
Recommendation:	
In 25 words or less please summarise the contribution you believe you can make to this role.	

6. Recommendation

The Board of Trustees is asked to approve the Role Descriptions for the positions open for nominations this year and to approve the recommended amendments to the nomination questions.

7. Health and safety implications

n/a

8. Equality and diversity implications

The communications regarding nominations and elections are aimed to reach and engage as broad an audience of members as possible.

9. Resource implications

n/a

10. Communications Implications

The Communications Team have worked with colleagues to plan a communications strategy for the nominations and elections process. The communications from the election provider are complimented by member bulletins, direct emails and website content.

11. Governance and Compliance implications

The nominations and elections processes are in compliance with the ByeLaws and Regulations.

12. Jurisdiction and devolution implications

n/a

13. Corporate Strategy - Climate action

n/a

14. Corporate Strategy - GROWPLAN (Corporate Strategy)

n/a

15. Corporate Strategy - Digital Transformation

n/a