**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.

**What's expected of you?**

**Expected Time Commitments & Term of Office:**

* This role is for a two-year term.
* Regional Representatives are expected to prepare for and contribute to the discussions at General Assembly meetings. As the General Assembly meets three times year (in January, June and October), the commitment will be concentrated around the time of these meetings. You should allow about half a day for preparation for each meeting and a day to attend the meeting itself. Papers for each meeting are sent out about 10 days in advance.
* In addition, Regional Representatives are expected to provide RMB and RAC members with regular updates (verbal and written) on General Assembly business.
* Meetings are held within normal working hours and normally start at 10:45 am. January and October General Assembly meetings are held in London. June General Assembly meeting is held outside London. Meetings of the General Assembly are chaired by the President.
* Other duties (responding to consultations and participating in elections) will take about a day in total.

**Being a General Assembly member 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.

**In 2021, General Assembly is due to meet on:**

* 20th January 2021, 9th June 2021, 13th October 2021

In addition to the above, if elected you will be invited to the General Assembly induction session which is planned to be held on 10th December 2020.

**What’s in it for you?**

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

The opportunity to:

* Help shape the future development of the RTPI.
* Opportunity to participate in the delivery of the objectives set in RTPI’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.

**About you**

This role will suit members with:

* A strong commitment to planning and the RTPI’s strategic objectives and vision.
* Active involvement within the Institute.
* Availability to attend meetings as scheduled.

**What support can you expect?**

* Support from RTPI staff.
* Briefings or guidance documents on relevant topics.
* Expenses covered in line with our policy.
* Induction meeting for incoming GA members

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