**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 strategy 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. e.g. Taking an active role in devising the Region CPD conferences/workshops and chairing as many of these as possible.

**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.

**Eligibility**

Vice Chairs need to have been elected as a chartered member of the institute before they can acceed to Regional 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.