

# Role Description

## Member

### Membership Assessment Advisory Panel

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

#### The role

As a Membership Assessment Advisory Panel Member, you will contribute to leading work on:

- routes to Chartered membership,
- the management of all Assessments of Professional Competence, and
- Assessment of Professional Competence commendations.

You will also contribute to putting forward recommendations to the Membership and Ethics Committee on strategic changes to the membership assessment procedures, methods to ensure quality and consistency of membership assessments, and support for candidates and assessors.

#### What's involved?

- Attending Membership Assessment Advisory Panel meetings regularly.
- Participating in discussions and contributing to decisions.
- Reading supporting papers, prior to the meeting, which are emailed out no later than 5 working days before the date of the meeting.
- Providing verbal or written updates to the panel if allocated a designated task or role (e.g. representing a subordinate body or advising on a particular topic).
- Being responsible for the performance of any action points.
- Determination of appeals, if required, as part of member involvement in the Membership Appeals Panel.

#### What's expected of you?

**Expected time commitments and term of office:**

- Attending three meetings a year, held in London during the daytime. You may be present via electronic means with prior approval from the chair.
- Reading and considering all papers related to the panel meeting, prior to the meeting.
- Serving a minimum term of two years. (The maximum term on a panel is 6 years, after which there must be a break of at least one year.)
- Notifying the chair and key contact of any potential conflict of interest arising in connection with this role, as soon as any conflict arises.
- Observing the confidentiality of any documents presented to or discussions held by the panel.

## About you

You will fill one of the roles set out in the panel's Terms of Reference (see section 2, composition and support). You will be a Chartered Member (or Legal Member or Legal Associate if taking the role of Assessor for the Legal Associate class).

### This role will suit members with:

- A keen interest in the routes into Chartered membership.
- A keen interest in professional standards and development.
- A strong commitment to planning and the RTPI's strategic objectives and vision.
- A strategic and collegiate approach to working with panel members.
- In depth knowledge of relevant RTPI policies and procedures related to the work of the panel.
- Understanding of membership assessment procedures.
- Excellent communication and interpersonal skills, in particular listening skills.
- Good analytical skills and the ability to summarise detailed information effectively.
- Ability and willingness to devote time to the role.
- The ability to see the bigger picture, as well as taking into account current priorities.

### Key contact:

Head of Membership