

Chartered Member of the General Assembly Role Description

(A) The role

As a Chartered Member of 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.

(B) 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.
- Invited to apply for membership of the RTPI's standing committees.
- Invited to respond to the consultations.

Governance and building relationships

- 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.
- Act as a forum for debate about the development of planning policy and practice.
- Network with other planning professionals and develop planning knowledge and skills.

(C) Term of Office and Expected time commitment

- This role is for a two-year term from 1st January 2022 until 31st December 2023.
- Members are expected to prepare for and contribute to the discussions at General Assembly meetings. From 2022, the General Assembly will meet four times year (in January, April, June and October), the commitment will be concentrated around the time of these meetings. Members should allow about half a day for preparation for each meeting and another half a day to attend the meeting. Papers for each meeting are sent out about 10 days in advance, allowing at least two weekend for the members to read the papers.
- Meetings are held within normal working hours and normally start at 10:00/10:30 am. Taking into consideration the Covid guidelines, the meetings will be planned to be held in person or virtually. 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 2022, General Assembly is due to meet on:

- 19 January 2022
- 06 April 2022
- 29 June 2022
- 19 October 2022

In addition to the above, if elected you will be invited to the General Assembly induction session, planned to be held on 08 December 2021.

(D) 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 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.

(E) About you

As the RTPI General Assembly member, you will have the following attributes:

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

(F) 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

(G) How to get involved:

Elections are held annually. The General Assembly includes 28 Chartered Members. 14 of these roles are elected each year and serve a two year term. These roles are elected by all the Chartered Members of the Institute. The election will take place on the basis of a single transferable vote (voters rank the candidates in order of preference: 1 for their first preference, 2 for their second preference, and so forth).

(H) Eligibility

Candidates must be:

- A Chartered Member; and
- Supported by at least four other Chartered Members.

Every candidate for election shall send a statement of his/her willingness to accept and hold office, if elected.

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