

## The Presidential Team role description

The Vice President, the President, and the Immediate Past President, are collectively referred to as the Presidential Team. The Presidential Team works together to represent the Institute at external and internal engagements during the year.

As President, you will have the opportunity to be part of the ambassadorial team of fellow professionals to showcase planning excellence and use your influence to promote the value of planning.

### Term of office

- Each presidential role has a term of office of one year, three years in total.

### What support can you expect?

- An induction meeting for the incoming Vice President and a presidential planning meeting prior to commencement of the Presidential Year.
- The Presidential Team will be supported by the RTPI Chief Executive via fortnightly calls to discuss engagements, policy, and communication matters.
- The support of a part-time RTPI officer who will update the Team diary, engagements grid and make any necessary travel and accommodation arrangements.
- High-level RTPI policy and other briefings to assist in delivering your ambassadorial roles.
- Expenses covered in line with the RTPI's expenses policy.

### What's expected of you?

- You will be an experienced and knowledgeable member of the profession, with a sound understanding of the key issues and debates faced by planners and the planning system.
- You will be a strong and passionate advocate for planning excellence and the role of the Institute in securing this.
- You will be available to attend, speak at and chair external and internal events including high profile events, seminars, awards, dinners, and conferences as required. These will be a mix of 'in person' and digital events and may require you to set aside time for preparation and travel.
- As President you will visit each of the UK devolved Nations, Ireland and the English regions and attend international events when necessary.
- As President you will Chair the RTPI General Assembly.
- As Vice President you will attend Nations and Regions Panel meetings.
- As President you will be a member of the Board of Trustees and will report on your activities at each meeting. The Vice President and Immediate Past President will be invited as observers by the Chair of the Board of Trustees to attend Board of Trustee meetings.
- As Vice President you will be the 'first reserve' for the President. The Immediate Past President acts as the 'second reserve'. Both may also attend events with RTPI networks and panels.
- As a member of the Presidential Team, you will work collaboratively with the Chair and

Vice Chair of the Board of Trustees to support delivery of the RTPI's [Corporate Strategy 2020-2030](#).

- You will observe the confidentiality of any documents or discussions during your tenure.
- You will submit expense claims as soon as possible and no later than three months after the date incurred and respond in a timely manner to queries in relation to finalising diary and travel arrangements.

Please also refer to Appendix 1 below for role and specific responsibilities.

## Appendix 1 - Role specific responsibilities

### Contents

- A. President
- B. Vice President
- C. Immediate Past President

The President, the Vice President and the Immediate Past President are collectively referred to as the Presidential Team . The Presidential Team is led by the President of the day and works together to represent the RTPI and the planning profession at engagements during the year.

Working as a team allows the Institute to participate in a wide range of engagements. There may also be times when, for personal or professional reasons, it may not be appropriate for the President to be associated with a particular event or activity and in such circumstances, the Institute would ask the Vice President and Immediate Past President to assist.

The Presidential Team will be expected to keep up to date with planning policy issues and the RTPI response to these. There will be a fortnightly conference call with the Presidential team and the Chief Executive and RTPI officers to discuss diary commitments, policy issues and communication plans.

The Presidential Team works closely with the Chair of the Board of Trustees and the Chief Executive to promote the vision and mission of the RTPI as set out in the Corporate Strategy 2020-2030. Each role has distinct areas of responsibility and activity.

An RTPI Officer provides administrative support to the Presidential Team, coordinating the Presidential team's diary of RTPI engagements and making bookings for travel and accommodation.

### About you

You will:

- Have a strong commitment to planning and an up-to-date knowledge of key issues that planners and the planning profession are facing.
- Be an experienced, authoritative, and effective public speaker with the ability to adapt to unrehearsed situations if necessary.
- Be able to quickly develop strong working relationships with key stakeholders and partners.
- Possess excellent communication and interpersonal skills, together with the ability to listen to others, distill key points and feedback as appropriate.
- Be a confident and strong advocate of the priorities and views of the RTPI
- Be committed to the delivery of the RTPI's 2020-2030 Corporate Strategy.
- Have a positive, strategic, and collegiate approach to working with the RTPI members and the Executive Team.
- Have a understanding of reputational risk and of the importance of following the RTPI policy lines.

## A. President

### The President role:

This is an exciting role and an opportunity to make a significant contribution to raising the profile of RTPI and the planning profession.

The President is the figurehead and public face of the RTPI, acting as an ambassador for its members and the planning profession. The President will travel within the UK and Ireland and on occasion internationally to build and maintain relationships with members and stakeholders. The President will wear the chain of office or travelling badge at events where appropriate and speak with the Chief Executive at least fortnightly.

The President is not required to get involved in political policy briefings but will be expected to meet with a variety of politicians across all levels of central and devolved governments, such as high-profile parliamentary receptions, and visits to the nations and regions.

The President is a Trustee of the Institute and as such is expected to abide by the Trustees [Responsibilities, Behaviours and Competencies](#) and the [Code of Conduct](#) for Trustees. The President will not be directly involved in RTPI operational matters or RTPI policy formation other than as a Trustee.

### Expected time commitments and term of office:

- The President serves for a term of one year, beginning on the day of the Inauguration in January.
- The President must be satisfied that they have the time required to perform their role to the best of their ability, according to their priorities and time available. The President will agree detailed arrangements for attendance at events and meetings with the Chief Executive and the rest of the Presidential Team. Prospective candidates are advised to consider how to manage the time commitment that is required. As the ambassador for the planning profession, there will be many invitations to attend events and to meet with representatives of other organisations and institutes. The RTPI executive will help manage the President's timetable, identifying those appointments where the greatest value can be gained from involvement / attendance.
- Presidents usually attend the following annual RTPI events:
  - Presidential Inauguration and (12 months later) Valedictory Speech - London (late January, immediately after the first General Assembly of year).
  - The General Assembly meetings are Chaired by the President. There will be four meetings a year.
  - Meetings of the Board of Trustees, a minimum of -six meetings a year.
  - Parliamentary Reception.
  - Awards for Planning Excellence.
  - Annual RTPI flagship conference.
  - The RTPI Research Awards.
  - UK Government Party Conference event – (late September/ early October).
  - Young Planners Conference.
  - Nathaniel Lichfield Lecture.
  - One of the devolved Planner Live conferences (Wales, Scotland, Ireland or Northern Ireland Planning Conferences - these visits will be spread over the three years in a Presidential role).
  - Visits to each of the UK devolved nations, Ireland and the English regions to engage with Members and celebrate excellence.
  - Carefully prioritised international meetings and/or events which have the most impact and

synergy with achieving the aims of the Corporate Strategy.

- As President, you must consult with the Institute's Chief Executive prior to making any commitments on behalf of the RTPI.
- The President will attend the Policy Practice and Research Committee (PPRC) to tie together PPRC and the General Assembly.
- The President's Report will be included at each Board of Trustees meeting to reflect on the President's activities and advise the Board on any relevant insights gained from the discussions and meetings with members and external stakeholders.

There will be the opportunity to attend additional events subject to your availability.

## B. Vice President

### The Vice President role

The Vice President will assist the President in representing the Institute and its members when appropriate and is 'first in reserve' should the President not be able to make engagements. The role will involve some travel in the UK and Ireland, which may on occasions necessitate an overnight stay. There may very occasionally be international travel if the Vice President is required to represent the President.

### Expected Time Commitments and term of office:

- The Vice President serves for a term of one year, starting on the day when the President is inaugurated in January.
- The Vice President then serves a term as President and a term as Immediate Past President.
- The Vice President must expect to be satisfied that they will have the time required to perform their role to the best of their ability, according to their priorities and available time. The Vice President will agree detailed arrangements for attendance at events and meetings with the RTPPI Chief Executive and the rest of the Presidential Team. Prospective candidates are advised to consider how to manage the time commitment that is required.

### What's involved?

The Vice President will usually attend the following annual RTPPI events:

- Presidential Inauguration.
- The RTPPI General Assembly (GA) meetings. These will be chaired by the President, but the Vice President will be expected to take on this role as Vice Chair if the President is unavailable. There will be 4 meetings a year .
- Meetings of the Board of Trustees (BOT) as an observer, a minimum of 5 meetings a year. 2023 BOT Meeting dates are.
- The inductions for the elected Vice President, Trustees, General Assembly are scheduled for
- Meetings of the Nations and Regions Panel 4 meetings per year.
- Annual RTPPI flagship conference.
- One of the national Planner Live Conferences. (These visits will be spread over the three years in a Presidential role).
- Awards for Planning Excellence.

In addition to these events the Vice President may choose to attend the following events subject to time commitments:

- UK Opposition Party Conference event.
- Awards for Planning Excellence.
- Nathaniel Lichfield Lecture.
- At least one meeting of each Standing Committee during the year.

Additional time commitment will vary depending on the availability of the President.

### About you

To be qualified as a candidate for role of Vice President you will be:

- A Chartered Member who can demonstrate active participation in the affairs of the institute and must have held a Governance Role for at least a continuous period of one out of the last five years preceding their nomination.
- The Vice-President is nominated by at least six Chartered Members. Further information about the nomination and election process can be found in the [Governance](#) section of the RTPPI website.

## C. Immediate Past President

### The Immediate Past President role

This role supports the President and Vice President in representing the Institute and its members. The Immediate Past President (IPP) is 'second reserve' should the President or Vice President be unable to make engagements.

### Expected Time Commitments and term of office:

- The Immediate Past President serves for a term of one year immediately following their time as President, starting on the day when the new President is inaugurated in January.
- The IPP is expected to mentor the Vice President.
- The time commitment will vary depending on the availability of the President and Vice-President. The Immediate Past President will agree detailed arrangements for attendance at events and meetings with the RTPI Chief Executive and with the rest of the Presidential Team.
- The IPP will usually attend the following annual RTPI events subject to availability:
  - Presidential Inauguration.
  - Parliamentary Reception.
  - The RTPI General Assembly meetings. There will be four meetings a year
  - Meetings of the Board of Trustees as an observer, a minimum of five meetings a year, as an observer.
  - Awards for Planning Excellence.
  - Annual RTPI flagship conference –
  - One of the national Planner Live Conferences. These visits will be spread over the three years in a Presidential role).