

Associate Member of the General Assembly

Role Description

(A) The role

As Associate Member of the General Assembly you will have the opportunity to debate matters about the development of planning policy and practice, the corporate policy of the Institute and other issues relevant to the objectives of the Institute. The General Assembly is the forum for debate of the Institute, meeting four times a year, and is elected by the RTPI's Members.

(B) What's involved?

The General Assembly is responsible for making decisions in the following areas:

Leadership

Associate Members of the General Assembly are expected to:

- elect Trustees in the annual elections (excluding the Chair of Trustees role), which are held each autumn.
- apply for membership of the RTPI's standing committees and attend meetings of the relevant committee.
- respond to consultations.
- attend and participate in General Assembly meetings.

Governance and building relationships.

The General Assembly:

- is consulted by the Board of Trustees during the year on matters such as the proposed subscription rates for the following year.
- acts as a forum for debate about the development of planning policy and practice.
- provides an opportunity to network with other planning professionals and develop planning knowledge and skills.

This list is indicative and other appropriate matters may arise.

(C) Term of Office and Expected time commitment

- This role is for a two-year term from 1st January 2024 until 31st December 2025.
- Members are expected to attend all meetings of the General Assembly.
- Members are expected to prepare for and contribute to the discussions at General Assembly meetings. The General Assembly meets four times year. Members should allow about half a day to prepare 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 members to read the papers.
- Meetings are held within normal working hours and normally start at 10:30/11:00 am. General Assembly meetings are usually held in January, March June and October and members will be expected to join in person. Meetings of the General Assembly are chaired by the President.
- Other duties, such as responding to consultations and participating in elections, are likely to require a time commitment of approximately one day in total.

The General Assembly Member role 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 2024, General Assembly will to meet in:

- Dates to be confirmed for 2024

In addition to the above, if elected you will be invited to the General Assembly induction session, planned to be held in January 2024

(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.
- participate in the delivery of the objectives set in the 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 a 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 officers
- 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 two Associate Members. These roles are elected by the Associate Members of the Institute.

Elections 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:

- An Associate Member of the RTPI; and
- Supported by at least four other Associate Members.

Every candidate for election shall send a statement of their willingness to accept and hold office if elected.

(I) Key Contact

The Governance Team at governance@rtpi.org.uk

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