Role Descriptions

These are voluntary roles. The duties outlined below reflect our shared hopes and expectations but do not create any contractual obligations.

Irish Executive Committee

The work of RTPI Ireland is managed through the Irish Executive Committee (IEC) and implemented by the Director and staff team. The IEC's remit includes:

- developing the Institute's position on planning policy in Ireland
- supporting members in their professional activities
- coordinating the Institute's programme of events in Ireland

The IEC is represented on the RTPI's General Assembly, committees and panels.

Composition of the IEC

Office Bearers:

- Chair
- Vice Chair
- Representative to the RTPI General Assembly
- Immediate Past Chair

Other IEC roles:

- Six elected Corporate / Legal Associate members
- Two Student / Licentiate members
- An Associate member
- Up to five General Assembly members

Term of office

The term of office for IEC members is one year with the exception of Corporate / Legal Associate members which are for a term of two years.

Routes to membership of the IEC

Members can be elected to the following roles on the IEC:

- Office Bearers
- Corporate / Legal Associate / Student / Licentiate members

Up to a maximum of five members of the General Assembly (GA) who are members in Ireland are automatically eligible to join the IEC. If there are more than five eligible GA members, an election will take place.

What's involved?

- Contribute to the setting of objectives for the IEC within the context of the RTPI's Corporate Strategy and the RTPI Ireland Service Plan.
- Support the business planning process for RTPI Ireland, with reference to the RTPI's Corporate Strategy.
- Contribute to responses to policy papers, consultation responses and communications with key stakeholders with support from RTPI Officers.
- Be willing to represent RTPI Ireland on advisory groups, working parties or panels.
- Contribute to the agreement of an events programme for RTPI Ireland and attend / chair events as appropriate.
- Representing RTPI at conferences and events as appropriate.
- Undertaking promotional activities on behalf of RTPI Ireland.
- Foster and maintain good relationships with committee members and RTPI staff.
- Actively seek to build and deepen existing and new relationships with other built environment organisations, politicians and other relevant groups.
- Promote the benefits of RTPI membership and encourage members to become active members, engaging with students and seeking to recruit new members.

Please also see Appendix 1 for role specific responsibilities.

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 Manager if necessary.
- Adhere to relevant RTPI policies, procedures and behaviours.

What's expected of you?

- Attend IEC meetings (there are normally four meetings a year).

- Participate in either Education & Lifelong Learning Sub Committee or Policy and Strategy Sub Committee (there are normally three meetings a year).
- Contribute to discussions and decisions at meetings.
- Read and consider papers in advance of meetings. Papers are normally circulated electronically one week in advance of IEC meetings.
- Act in the best interests of the RTPI, irrespective of any commitments to other organisations or groups or any personal interests.
- Adhere to relevant RTPI policies and procedures.

About you

A role on the IEC would be suitable for members with the following attributes:

- A strong commitment to planning and the RTPI's strategic objectives and vision.
- A strategic and collegiate approach to working with committee members
- Good knowledge of the Irish planning system and the context it functions in
- Good communication and interpersonal skills, in particular influencing skills
- Ability to see the bigger picture, as well as taking into account current priorities.
- Availability to attend committee meetings as scheduled (normally at 6pm)

Key contact:

Director of Scotland and Ireland

Appendix 1 - Role specific responsibilities

Contents

A. Chair

The role

As the Chair you will lead and guide the Irish Executive Committee, to set, monitor and achieve annual objectives, including growing membership, in support of the RTPI's Corporate Strategy. The Chair acts as a figurehead for RTPI Ireland and represents the RTPI with key organisations, including Government, agencies and politicians.

In addition to the responsibilities for IEC members outlined above, the Chair will also be responsible for the following:

Leadership

- Provide leadership and direction to the Irish Executive committee and, in particular, facilitate the setting of objectives in the context of the RTPI's Corporate Strategy and the RTPI Ireland Service Plan.

- Support the service planning process for RTPI Ireland, with reference to the RTPI's Corporate Strategy and in liaison with the Director of Scotland and Ireland, Vice Chair, Immediate Past Chair and Representative to the General Assembly.

- Agree policy papers, consultations responses and communications with key stakeholders, with the support of the Director

- Represent, or agree representation of, RTPI Ireland on advisory groups, working parties or panels

- Work with the Executive Committee to agree an events programme for RTPI Ireland and chair/ attend these as appropriate

Governance

- Work with the Director of Scotland and Ireland, to agree agenda items for committee meetings in advance.
- Chair committee meetings 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
- Monitor the implementation of agreements and action points from committee meetings.

Visit of the RTPI President

- Support the annual visit of the President ensuring a well organised, successful and varied programme of activity, involving a good cross section of members, takes place with the support of the Director of Scotland and Ireland.

Building relationships

- Act, where appropriate, as the media spokesperson with support from the Communications team and Director, and ensure any public statements made by RTPI Ireland conform to agreed RTPI policy, seeking advice where there is uncertainty.
- Foster and maintain good relationships with committee members and RTPI staff.
- Actively seek to build and deepen existing and new relationships with other built environment organisations, politicians and other relevant groups
- Promote the benefits of RTPI membership and encourage members to become active members, engaging with students and seeking to recruit new members.

Expected time commitments

In addition to the commitments detailed above for IEC members:

- Chair, RTPI Ireland events (circa 6 a year) including the Annual Planning Lecture. Annual Law Lecture and Open Forum events
- Host the RTPI Ireland Annual Dinner
- In total 10 meetings a year plus preparation work and follow up actions.
- Whilst expected term of office is one year, you will be expected to serve first as Vice Chair before progressing to the role of Chair. Following this term you will be expected to serve as Immediate Past Chair as outlined in RTPI Ireland Terms of Reference.

About you

In addition to the attributes expected of the IEC members outlined above, you will also have:
- Chartered membership of RTPI
- Experience of committees and how they work
- Ideally, experience of chairing committees

B. Vice Chair

The role

As the Vice Chair you will support the Chair to lead and guide the Irish Executive Committee, to set, monitor and achieve annual objectives, including growing membership, in support of the RTPI's Corporate Strategy. You will support and stand in for the Chair who acts as a figurehead for RTPI Ireland and represents the RTPI with key organisations, including Government, agencies and politicians.

In addition to the responsibilities for IEC members outlined above, the Convenor will also be responsible for the following:

- Support the Chair in leadership and direction for the IEC and the business planning process.
- Work with the Director of Scotland and Ireland, to agree agenda items for committee meetings in advance.
- Chair committee meetings in the absence of the Chair.

- In the absence of the Chair act, where appropriate, as the media spokesperson with support from the Communications team and Director, and ensure any public statements made conform to agreed RTPI policy, seeking advice where there is uncertainty.

Expected time commitments

In addition to the commitments detailed above for IEC members:

- Chair, either Education & Lifelong Learning Sub Committee or Policy and Strategy Sub Committee (normally three meetings per year)

About you

In addition to the attributes expected of the IEC members outlined above, you will also have:
- Chartered membership of RTPI
- Experience of committees and how they work