

Membership Committee Members



ROLE DESCRIPTION & PERSON SPECIFICATION

INTRODUCTION

The Royal Institute of British Architects (RIBA) is a world-renowned organisation that holds a Royal Charter and operates as a professional membership body and a registered charity. We seek to bring architecture alive for the public, both in the UK and across the globe, promoting education and training to enhance the built environment. Supporting our members and others to deliver better buildings and places, stronger communities and a sustainable environment is critical to our charitable purpose, and our commitment to inclusivity, ethics, sustainability, and promotion of the highest professional standards underpins all that we do.

Our values underpin all that we do.

We believe in having a clear set of values and behaviours to inspire and guide us in everything we do at RIBA. By committing to these principles, we can create the culture we want to see in our workplace.

Created in consultation with colleagues, our guiding values are as follows:

Collective Strength - Breaking down silos to achieve more in collaboration

- We recognise that effective collaboration with internal and external stakeholders is critical to achieving our organisational goals.
- We appreciate the contribution of all our colleagues and support each other in delivering quality outcomes.
- We put OUR goals before MY goals.
- We seek a clear thread between our work and the strategic objectives of the organisation.

Commitment to Excellence - Taking pride in the quality of everything we deliver

- We take pride in the value we bring to stakeholders, members, the public, and the built environment, and we maintain excellence in every aspect of our work, collections, and events.
- We value the expertise that colleagues bring to the work we do, maintaining our reputation as a knowledgeable organisation and supporting the continued acquisition of knowledge across the organisation.
- We support each other to be the best we can be.

Value our Differences - Truly appreciating the diversity of thought and background

- We treat colleagues and stakeholders respectfully and have integrity in all our interactions.
- We give a voice to every colleague, and RIBA gives a voice to members, future architects, architecture and the public.
- We respect views that differ to our own.
- We approach challenges or change with an open mind and flexibility.
- We recognise the heritage and uniqueness of RIBA while driving improvements for the future of the built environment.

PURPOSE OF THE ROLE

As an organisation, we are on our own business improvement journey, improving our governance and pursuing far-reaching business change to maximise our relevance and value to current and future members globally. We have an opportunity to become a data-driven professional membership association, and the continued digitalisation of both the organisation and the profession we serve will enable and open up global opportunities, resulting in a more diverse and inclusive profession. We are also keen to play an important advocacy role; lobbying governments and other key stakeholders to champion positive change.

We are appointing new Committee members at an unprecedented time. The world needs architects to be at their best, to help facilitate and lead the realisation of the most appropriate solutions that respond to the problems, commitments and aspirations that shape our collective futures. The changing regulatory and operational landscape, the impact of the pandemic on how and where we live and work, and the implications of Net Zero Carbon targets are examples of major shifts that demand our attention. We are also addressing some important cultural issues in our profession and have a responsibility to do so. Ultimately, we must be role models for our profession and demonstrate our values so that our voices are authentic and credible and can make a positive difference.

We are seeking to appoint two RIBA Council members and three RIBA members who represent a range of size of practice, specialism, geographical locations (including international) and type of membership.

As a Committee Member, you will have an opportunity to make an important contribution, helping us to accelerate progress and make good decisions in these disciplines, whilst providing strategic challenge and support, as we pursue new organisational capability and standards of professionalism. You will bring relevant experience in one of the five committee areas, together, ideally, with an interest in the built environment.

Experience of change, governance and control will be of considerable benefit to the RIBA as we deliver our transformation programme.

In these appointments, we are seeking diversity in its broadest sense and welcome applications from all communities

THE ROLE

The Membership Committee is a permanent committee reporting to the Board. It assists the Board in maintaining appropriate oversight of RIBA services to support members, the development of policy positions, and the relationship with the regulator, in line with the constitution and these terms of reference.

The Membership Committee is comprised of a range of RIBA members, including Trustees, Council Members (not-Trustees) and members from a range of practice sizes (including students), both from the UK and international membership.

TERMS OF REFERENCE

The Terms of Reference are currently under review as part of our ongoing governance review and may change along with delegations over the coming months.

Oversight of the administration of membership of RIBA, including:

- global current and future membership engagement and offer
- retention and development of membership
- membership lists (individuals, practices and specialist practitioners) excluding any areas overseen by the Standards Committee
- The Board delegates authority to the Committee to make recommendations to Board on the following matters, with the Board retaining decision-making authority on all items:

Changes to policy/procedure/rules in relation to any of the following:

- membership classes & fees, including Chartered Practices;
- specialist registers;
- member journeys and benefits, including Chartered Practices;
- member support, products and services, including student financial support and bursaries;
- membership admission/renewal/expiry ;
- membership communications, marketing & campaigns (other than routine activity); and
- services provided to the membership by the contact centre; and
- additional activity required to improve membership engagement in addition to the business plan as a result of insight collected/issues raised to the Committee.

REMIT

Committee Members have oversight of the administration of membership of RIBA and will be responsible for:

1. Reviewing the categories of membership, associated privileges, designation, member benefits and subscription/fee rates and making recommendations to the Board accordingly.
2. Maintaining the register of members (individuals, chartered practices and specialist practitioners) of the RIBA, recommending to the Board new members to be admitted to membership and notifying the Board of those who have resigned, those who are no longer eligible to be members, those who have transferred category and those who have requested re-admission/re-instatement, taking into account any relevant decisions of Standards Committee.

3. Reviewing the regulations dealing with the registration of Chartered Practices and Specialist Practitioners and their suspension and removal from the register and making recommendations to the Board accordingly
4. Reviewing the rules dealing with matters relating to regions, branches and chapters, divisions and alliance arrangements of the RIBA, and making recommendations to the Board accordingly

The Committee has oversight of the activities of the following sub-committees:

- Honours Committee
- Fellows Assessment Panel
- MEAP
- Conservation Register Group
- Client Advisory Register Group

PERSON SPECIFICATION

We are keen to attract a diverse range of individuals to ensure that this committee is able to represent the full range of member interests. The Committee should comprise individuals from both the UK (including the Regions) and abroad, who have worked in different sized practices and who represent a range of architectural disciplines. There is particular interest in individuals who understand why people leave or return to the profession.

The successful candidates will have the following attributes and experience:

- Grass roots knowledge and personal experience of the RIBA membership
- Passion for RIBA membership and commitment to increasing its relevance and value
- Demonstrable, active membership involvement and engagement
- Understanding of the end to end architecture career path in a range of environments and geographies
- Excellent understanding of current issues in architecture (regional to global)
- International perspective and/or experience
- Commitment to Equality, Diversity and Inclusion, with evidence of having taken positive action in this area
- Understanding of and an interest in the work of the RIBA
- The ability to work with Boards and/or committees at a strategic level
- An understanding and experience of good corporate and organisational governance
- The ability to analyse and review complex issues and weigh up conflicting opinions
- Excellent communication skills and experience of cultivating effective stakeholder relationships
- Ability to demonstrate credibility, integrity and resilience, and a passion for improving the future for architects and architecture
- Experience of managing and resolving conflicts that lead to appropriate outcomes

TERMS OF APPOINTMENT

The post-holder will be appointed based on a maximum three-year term subject to the requirements of the constitution. Committee Members can expect to commit at least six days per annum.

The post is unremunerated, however reasonable expenses will be provided.

TIME COMMITMENT AND KEY DATES

The Committee is expected to meet four times per year on a quarterly basis. Meetings date for 2024/25 are available on request.

How to apply

To apply, please submit an up-to-date copy of your CV (maximum of three pages) and a supporting statement (maximum of two pages) summarising your most relevant professional skills and experiences.

Applications should be submitted to: ribagovernance@riba.org and must be received by **4 pm on Friday, 16 August 2024**.

Please provide your home, mobile, and email contact details and let us know when you are unavailable or where you may have difficulty with the indicative timetable.

You should also provide the names, positions, organisations, and contact details of two referees, one of whom should be your current or most recent employer.

We would not approach these referees before the shortlist stage; we only do so with your permission. Please state this clearly if you do not wish us to approach your referees at any stage.

If you would like to discuss the role informally with the Committee Chair in more detail, please contact ribagovernance@riba.org and we will arrange a meeting for you.

Indicative dates for the selection process

Closing date: **16 August 2024**

Shortlist meeting: **22/23 August 2024**

Interview in person with the Nominations Committee: **5/6 September 2024**

Approval by the Trustee Board: **12 September 2024**

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