

## **RIBA – President 2023 - Candidate Pack**

### **About the RIBA**

The Royal Institute of British Architects (RIBA) is a global professional membership body driving excellence in architecture. We serve our members and society in order to deliver better buildings and places, stronger communities and a sustainable environment. Being inclusive, ethical, environmentally aware and collaborative underpins all that we do.

The RIBA aims to:

- lead and support the highest professional and ethical standards;
- attract and retain the best and most diverse talent;
- provide access to education, knowledge and skills;
- help its members and Chartered Practices engage with the challenges and opportunities of a changing world;
- build a body of knowledge and facilitate collaboration, research and innovation in practice;
- broaden its international reach.

### **RIBA's Governance**

In March 2020, we launched a new governance framework, establishing a Board of up to twelve Trustees who are responsible for the management of the business, delegating day-to-day management to the chief executive.

The Board is appointed by the larger Council body, which comprises individuals elected by RIBA members, including the President who is the Chair of Council and a Trustee. The individual holding either the President-Elect or Immediate Past President role, depending on where we are in the cycle of elections, is also a member of Council, but not a Trustee.

The role of Council under the new framework focuses on membership representation and the provision of strategic advice and guidance to the Board. It also holds the Board to account through receipt of regular reports and Q&A sessions at quarterly Council meetings.

The Council is supported by a comprehensive regional structure, made up of branches/chapters, the Standards Committee and Nominations Committee, and a number of short-term, task & finish, Expert Advisory Groups.

### **RIBA's Strategic Direction**

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 have recently published our 2034 Masterplan which will be supported by a series of biennial plans and budgets set by the Board, in consultation with Council, and implemented by the Executive.

## What we are looking for

The successful candidate will have an opportunity to make an important contribution to RIBA and will be expected to:

- build and maintain a positive and effective working relationship between Council, Board and the Executive and key individuals within those groups based on mutual respect;
- ensure that the Council is effective at providing the Board with the strategic advice and guidance it needs, based upon objective data and insight collected from the membership via the democratically appointed Council members and others;
- ensure that the Council provides appropriate challenge and support to the Board to ensure that the RIBA remains on track to meet agreed strategic goals and objectives;
- act as an ambassador for RIBA; and
- become a trustee of RIBA during Years 2 & 3.

Candidates must be RIBA Chartered Members and fit to act as a charity Trustee at the time of submitting their nomination and continue to be so for the full four-year term.

We are looking now for candidates who will be ready to become President, Chair of Council, and a Trustee within the next twelve months. For this reason, candidates will ideally have experience (or be able to demonstrate a clear understanding of the requirements) of a non-executive role and should be willing to commit to a bespoke training and development programme to prepare them for the role of President and Trustee.

Through the Nomination Statement, candidates must demonstrate the following, using no more than 2000 words and no more than 5 pages of supporting information, such as a CV, case study, project plan or links to material on the internet:

- a genuine interest in the profession of architecture and the built environment
- experience of influencing high-profile stakeholders and decision-makers in support of architects or a cause relating to architecture or the built environment
- experience (or an understanding of the requirements) of a non-executive role
- integrity and resilience in difficult situations and the ability to handle sensitive issues respectfully and confidentially
- a commitment to diversity and inclusion
- respect for the RIBA and what it is trying to achieve
- that their election promises align with the RIBA's charitable objectives and the goals set out in the 2034 Masterplan and can be fully implemented within Years 2 & 3

Candidates must also provide a Declaration to confirm:

- that they are a RIBA Chartered Member (quoting their membership number)
- that they understand the requirements of a charity Trustee and are fit to act as one
- all relevant interests, such as other directorships, employment or voluntary positions held
- if applicable, that they have the support of their employer to release them for the time required to carry out the role over the four year term
- that they will comply with the RIBA Election Rules 2022 throughout the process
- that they will comply with the RIBA Code of Conduct for Council Members during the full term and with the RIBA Code of Conduct for Trustees during Years 2 & 3
- that all information provided in their Nomination Statement is true to their best of their knowledge and belief and demonstrates a mutual respect for others, including other RIBA members, volunteers or employees or those who are otherwise supporting the RIBA or the profession of architecture

In addition to providing details of their proposer, seconder and supporters (all of whom must be RIBA Chartered Members at the time of the nomination), candidates will also be expected to provide two professional references and personal details necessary for RIBA to undertake background checks relevant to this role.

RIBA encourages all eligible Chartered Members to consider putting themselves up for nomination, regardless of the type, size or geographical location of their practice, their gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation, and RIBA will take steps to ensure equal opportunities during the process for candidates with disabilities or special needs where these are notified to the Returning Officer.

### **Role Commitments**

RIBA is looking for candidates willing to commit to a four-year role as set out below:

<b>Year of Term</b>	<b>Dates</b>	<b>Status at Council Meetings</b>	<b>Status at Board Meetings</b>
Year 1	01/09/2022 – 31/08/2023	President-Elect	Observer
Years 2 & 3	01/09/2023 – 31/08/2025	President – Chair of Council	Trustee
Year 4	01/09/2025 – 31/08/2026	Immediate Past President	No longer attends Board meetings

During Year 1 of the term, the successful candidate will work closely with the current President, Simon Allford, the current Chair of the Board, Jack Pringle, the current Honorary Secretary, Graham Devine, the current Honorary Treasurer, Simone de Gale, and the current CEO, Alan Vallance, in order to prepare to take on the role of President and trustee in Years 2 & 3.

The post-holder is expected to be available as necessary to carry out each part of the role effectively. As an indication only, the minimum time-commitment, in addition to scheduled meetings, is likely to be as follows: Year 1: 16 hours per week, Years 2 & 3: 24 hours per week and Year 4: 4 hours per week.

During Years 2 & 3, the post-holder will be expected to be available for RIBA business during usual office hours for the equivalent of 3 full days per week (24 hours per week). They will typically divide their time between the RIBA head office in London, attending events across the UK and overseas and working remotely from their preferred location. They will also be expected to perform an ambassadorial role for RIBA, which will include attending events in the evenings and weekends.

Throughout the term, in addition to the minimum time commitment specified above, the successful candidate will be required to attend at least four council meetings per year plus at least six board meetings per year plus training events, workshops, council and/or board committees, regional council/branch meetings and expert advisory group meetings as necessary.

Whilst COVID restrictions are in place, all meetings will take place on Teams, but the candidate should be prepared for significant domestic and some international travel at times when restrictions are not in place, particularly in Years 2 & 3.

RIBA will reimburse all expenses incurred directly in relation to the role being performed throughout the four-year term, including travel and accommodation, in line with the RIBA policy in place at the time. There is no requirement for the individual to be domiciled in the British Isles although many of the meetings will take place in the British Isles as the RIBA head office is in London.

In recognition of the additional workload in Years 2 & 3, RIBA will pay an honorarium to the successful candidate during those two years. For the avoidance of doubt, no honorarium will be payable in Years 1 and 4. The amount of the honorarium in Years 2 and 3 will be set by the Board,

taking into account advice from Remuneration Committee. The honorarium will be benchmarked in line with other roles of a similar nature in the charity / professional association sector at the time and will be confirmed to the successful candidate ahead of the start of Year 2. In order to manage expectations, candidates will be aware from previous reporting in RIBA's annual report and accounts that the honorarium has remained static at the level of £60,000 per annum for some time.

## **2022 Election Rules**

An election for the RIBA President-Elect is an election for the next President of the RIBA. It takes place during the second year of the current President's term.

Under RIBA Regulation 7.6.1(b) the person elected as President shall hold office as President Elect for one year before taking up the office of President for two years. If the holder is not already an existing Council member, by virtue of RIBA Regulation 7.2.3 both offices entitle the holder to automatic appointment to a seat on the Council, as does the position of being the most immediate Past President.

RIBA Regulation 7.3.7 prohibits a candidate from seeking election as President at the same time as seeking election for any other Council seat.

## **Eligibility**

Candidates for President must be -

- a. current RIBA Chartered Members (save that a serving President may not be a candidate);
- b. nominated by a proposer, a seconder and supported by at least 58 assenters, who must be current RIBA Chartered Members at the time of the nomination, details to be included in the Nominations Form

## **Codes of Conduct**

During the elections process, including the nomination period, you will be expected to conduct yourself as if you were already a council member trustee and to confirm that you will do so via the Candidates Declaration Form.

We require that your communications, including your election statement, campaign website, hustings, any elections website platform and social media, adhere to the Council Member and Trustee Codes of Conduct, including the Communication Guidelines, and to any additional guidelines published by the Returning Officer from time to time to reflect those given to Council Member Trustees.

You must not:

- publish offensive, demeaning or defamatory comments about individuals;
- make unsubstantiated allegations which are damaging to the reputation and integrity of the RIBA;
- disclose confidential information that you are privy to during your communications with the RIBA.

You must:

- act in the best interests of the RIBA and not place your personal interests ahead of those of the organisation you wish to represent;
- be respectful of cultural differences;
- remember that you are legally and personally responsible for anything you publish and this in turn can be quoted or published by the media.

If you need to make a complaint about a candidate or one of their supporters, this must be done in writing to the election office at [elections@riba.org](mailto:elections@riba.org) who will then investigate and report back to the Returning Officer in line with the published complaints policy within the 2022 Election Rules.

### Timetable (including Hustings)

Event	Timeline – week commencing
Notice of Election	Tuesday 3 <sup>rd</sup> May 2022
Nominations Open	Tuesday 31 <sup>st</sup> 2022
Nominations Close	Tuesday 14 <sup>th</sup> June 2022
Hustings	Between Tuesday 21 <sup>st</sup> and Tuesday 28 <sup>th</sup> June 2022 – we expect to hold two online and one in person hustings
Notice of Poll	Monday 20 <sup>th</sup> June 2022
Voting opens	Tuesday 28 <sup>th</sup> June 2022
Voting closes	Tuesday 26 <sup>th</sup> July 2022
Elections results	Tuesday 2 <sup>nd</sup> August 2022

### Role Description – summary of primary activities by stage

#### Year 1 – President Elect

To attend Council as a Council member, having regard to the requirements of the RIBA Code of Conduct for Council Members

To gain a strong understanding of the role of Council and the role of President, as both Chair of Council and as a Trustee

To build positive and collaborative working relationships across Council, Board and the Executive, including at committee and expert advisory group level

To work with the Council, Board and the Executive to ensure election promises are “in plan” to be implemented during Years 2 & 3

To shadow the President and to carry out presidential activities as agreed with the President in a phased approach over the course of the year

To attend Board meetings as an observer

To undertake relevant training and attend other meetings as relevant

#### Years 2 & 3 – President

To chair Council meetings as President, carrying out the necessary preparatory work in advance, and ensuring a culture of mutual respect, maintaining positive and collaborative working relationships

To ensure that the Council is effective at providing the Board with the strategic advice and guidance it needs, based upon objective data and insight collected from the membership via the democratically appointed Council members and others

To ensure that the Council provides appropriate challenge and support to the Board to ensure that the RIBA remains on track to meet agreed strategic goals and objectives

To attend Board as a Trustee, having regard for the duties of a trustee and the requirements of the RIBA Trustee Code of Conduct

To implement the agreed plan to fulfil election promises during the period and within budget

To act as an ambassador for RIBA

#### **Year 4 – Immediate Past President**

To attend Council as a Council member, having regard to the requirements of the RIBA Code of Conduct for Council Members

#### **Ongoing Expectations**

Throughout the four year term, the successful candidate will be expected to:

- Act with skill, care and diligence when discharging functions, using personal skills and experience to ensure that the RIBA is well-run and efficient
- Act in accordance with the RIBA's Codes of Conduct and other relevant policies
- Engage effectively and respectfully with RIBA colleagues (volunteers and staff) and key non-RIBA stakeholders in line with RIBA's values and behaviours
- Support and promote good corporate governance
- Maintain confidentiality on sensitive and confidential information
- Effectively identify, record and manage conflicts of interest
- Effectively prepare for meetings
- Analyse information and, where necessary, challenge constructively
- Make collective decisions and stand by them
- Undertake relevant training

#### **Essential Reading (include links)**

Annual Report & Accounts (2018, 2019, 2020) - [RIBA Strategy \(architecture.com\)](#)

Constitutional documents - [RIBA history, Charter and Bylaws \(architecture.com\)](#)

2034 Masterplan - [RIBA 2034 Masterplan \(architecture.com\)](#)

2022 Election Rules - <https://www.architecture.com/about/riba-council/riba-council-elections-2022>  
(further down the same page)

Code of Conduct for Council Members - <https://www.architecture.com/about/riba-council>

Code of Conduct for Trustees – not yet live – but should be here: [RIBA Board and committees \(architecture.com\)](#)

Charity Commission – The Essential Trustee - [The essential trustee: what you need to know, what you need to do \(CC3\) - GOV.UK \(www.gov.uk\)](#)

Interim statement of intent known as the “Board/Council Protocol”

Council Couriers - [RIBA Council Couriers \(architecture.com\)](#)

Board Couriers - [RIBA Board Courier \(architecture.com\)](#)

Other Governance and Strategic content on architecture.com

Guidance issued from time to time by the Returning Officer

**Next steps**

Eligible candidates should express their interest to stand for election for the role of President-Elect 2022 to [elections@riba.org](mailto:elections@riba.org) to obtain a copy of the Nominations Form and Candidates Declaration Form for completion and return.

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