

RIBA



Royal Institute
of British Architects

Branch and Chapter Chair Role Description

Role of The Branch or Chapter Chair

Typical activities to be undertaken:

The Branch or Chapter Chair acts as the link between the local branch and the RIBA Council and Board via the Regional Council and the Nations & Regions Council Committee, ensuring members feel welcome and valued at the branch and chapter level and that they have a voice which is represented appropriately to the RIBA Council and Board.

The Role:

- The Branch or Chapter Chair acts as the strategic lead for all Branch or Chapter activity, planning activities for all upcoming events and activities at Branch or Chapter level, working closely with the relevant Regional Chair and Regional Director.
- The Branch or Chapter Chair is responsible for the good governance of the Branch or Chapter, making sure that all Branch or Chapter meetings are fair and open and that all Branch or Chapter business and activities are run in accordance with RIBA's requirements, as set out in the Constitution and the Handbook.
- The Branch or Chapter Chair is supported by other Committee Members.

Expectations:

This is a volunteer role, but as a guide, the key expectations are as follows:

- Chair Branch or Chapter meetings in an effective manner and play a key role in ensuring the continued success of the Branch or Chapter
- Where relevant, to provide leadership to the Branch or Chapter Committee and to oversee the work of the Branch or Chapter Committee Members
- Work closely with the Regional Chair, Regional Director, fellow Branch or Chapter chairs within the region, and others to plan activities which support and complement the RIBA strategy, align with commitments made by RIBA in the public domain and meet the needs of the Branch or Chapter members.
- Oversee the creation of new special interest groups within the Branch or Chapter to ensure they do not duplicate or overlap with other groups already in existence within RIBA.
- Attend all Regional Council meetings.
- Ensure that the relevant Regional Council receives appropriate, good quality and timely information relating to the Branch or Chapter activities, member insight and member representations.
- Develop and maintain good working relationships with all relevant stakeholders within RIBA and within the local community.
- Amplify the voice of members of the Branch or Chapter accurately and fairly to all relevant stakeholders.
- Remind Branch or Chapter members of their obligations under the RIBA constitution, relevant Codes of Conduct and this Handbook
- Ensure ongoing compliance with all legal and regulatory requirements relevant to the running of the Branch or Chapter.
- Notify the RIBA Honorary Secretary immediately upon becoming aware of any matter which may require filing a regulatory report – taking into account the latest Charity Commission guidance on Serious Incident Reporting.

Term of Office:

Two Years