

# RIBA



Royal Institute  
of British Architects

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# Regional Chair Role Description

## Role of The Regional Chair

### **Typical activities to be undertaken:**

The Regional Chair acts as the link between the Regional Council and the RIBA Council and Board via the Nations & Regions Council Committee (N&RCC), ensuring members of the Regional Council are offering a consistent experience to members of the Branches or Chapters within the Region and are appropriately representing the interests of their members.

### **The Role:**

- The Regional Chair is the strategic lead for all activity in the Region, ensuring that Branch or Chapter activity is co-ordinated across the Region and provides a consistent experience for members
- The Regional Chair is responsible for ensuring good communication within the Region and between the Region and the Nations & Regions Council Committee and for overseeing the work of the Branch or Chapter Chairs to ensure ongoing good governance and legal and regulatory compliance
- The Regional Chair is supported by other Regional Committee Members
- The Regional Chair is responsible for providing guidance to all Branches or Chapters in the Region

### **Expectations:**

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

- Chair Regional Council meetings in an effective manner and play a key role in ensuring the continued success of the Regional Council
- Where relevant, to provide leadership to the Regional Council Committee and to oversee the work of the Regional Council Committee Members
- Oversee the work of the Branch or Chapter Chairs in the Region and remind them of their obligations under the RIBA constitution, relevant Codes of Conduct and this Handbook
- Attend all meetings of the Nations & Regions Council Committee
- Attend meetings of the Branches/Chapters within the Region from time to time
- Attend meetings of other key stakeholders within the Region from time to time as invited (e.g., RICS or RTPi) and fulfil ceremonial functions as requested (e.g., opening exhibitions, speaking at events, judging local competitions)
- Work closely with the relevant Branch or Chapter Chairs, Regional Director and others to ensure that activities planned by the Branch or Chapter Chairs support and complement the RIBA strategy, align with commitments RIBA has made in the public domain, meet the needs of the Branch or Chapter members and do not duplicate other activity in the relevant Region
- Ensure that the Nations & Regions Council Committee receives appropriate, good quality, timely and relevant information relating to the business of the Regional Council
- Develop and maintain good working relationships with all relevant stakeholders within RIBA and within the local community
- Amplify the voice of members of the Regional Council to accurately and fairly to all relevant stakeholders
- Ensure ongoing compliance with all legal and regulatory requirements relevant to the running of the Regional Council
- 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 commencing 1 January