

## Role of Vice-President Membership

The role of the Vice-President Membership is to chair the Nations & Regions Council Committee (N&RCC), supporting RIBA in gathering insight from the broader membership through the Region and Branch/Chapter network in the UK and internationally. The Vice-President Membership provides a conduit between Council and the N&RCC, providing recommendations to Council from the Committee and offering feedback to Committee members on the outcome of the discussion.

### Typical activities to be undertaken:

- Attend Council meetings as an elected RIBA Council Member.
- Attend the relevant Nations and Regions Council Committee (N&RCC) and Membership Committee.
- To act as Chair of N&RCC, ensuring it operates to its terms of reference and that the terms of reference remain appropriate over time, in discussion and agreement with the Committee and Council / Board as required, and the Committee assesses its effectiveness each year.
- As requested by Council, support the obtaining of insight from the wider RIBA membership at all levels via Regional and Branch/Chapter Chairs, International Council Members, Council Members and Presidents of RASW, RSUA and RIAS and other member groups, and report back to Council on matters which are relevant to the development of RIBA membership strategy.
- Advise the RIBA President and the Chair of the Board, and their nominees on membership matters, as required.
- Support the RIBA in the development of international chapters and international regional councils in line with the agreed strategy and taking into account the need to effectively mitigate legal, compliance, governance and regulatory risks at the local level.
- Carry out other activities delegated to the VP Membership by the Council such as participation in ad hoc working groups and sub-committees relevant to RIBA membership.
- Agree to participate in annual effectiveness reviews.
- Attend regular (fortnightly) meetings with the RIBA Executive team responsible for Governance and Member Experience to support insight gathering, discuss plans for Member Engagement.
- Support the annual review of RIBA Local Initiative Funding applications with the RIBA Executive team.

### Person Specification

- 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
- Has evidenced experience and skills relating to good leadership, including: establishing a positive culture, instilling motivation, providing clarity of communication, effective team building, inclusion and collaboration.
- Has evidence of effectively chairing committee meetings, setting agendas, and approving minutes.
- Has evidence of meeting goals and progressing business through committees, governance structures and a membership network.
- Evidenced ability to work well within governance frameworks, policies and/or internal regulations.
- Willingness to learn about, and apply, the governance of charities and membership associations.
- Willingness to work and meet digitally and travel both within the UK and internationally (when possible)

### Term of Office

Two Years commencing 1 September 2025

### Time commitment

Approximately two days a month plus attendance at:

RIBA Council – four meetings per year

N&RCC – four half days per year

Membership Committee – four half days per year

RIBA Members Forum – once per year, full day

Regional Council meetings – subject to availability, by invitation of Region Chairs

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