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## **Role Description: Regional Chair, RIBA South West**

### **Purpose:**

The Regional Chair leads the RIBA membership across Devon and Cornwall, and is responsible for the proper conduct of the Regional Council meetings. The Chair represents the Regional Council at meetings and events both within the RIBA and externally. The Chair has the opportunity to influence the development of activity and relationships that ensure the RIBA achieves its strategic objectives on behalf of its members in Devon and Cornwall.

### **Geographical remit:**

Devon and Cornwall – RIBA Cornwall, RIBA Exeter, RIBA Plymouth

### **Timeframe:**

A Regional Chair undertakes the role for a 2 year period from 1 September to 31 August, two years later. This current vacancy would end its term on 31 August 2019. There is an option to stand for a further 2 years, or to become Immediate Past Chair for a further period of 1 year.

### **Main responsibilities:**

The Regional Chair ensures that the Regional Council meetings\* function effectively. The Chair is responsible for making sure meetings are conducted according to RIBA requirements. The Chair is responsible for the preservation of order, proper presentation of motions and voting and the completion of the agenda and ensuring that all members of the Council are allowed to fully participate in the meeting.

The Chair acts impartially to ensure that all shades of opinion are given a fair hearing and that meetings are conducted courteously and efficiently. The Chair ensures that decisions and actions arising from the meeting are properly recorded. The Chair is expected to ensure that the particular skills of Council Members are used as effectively as possible on behalf of the RIBA and its strategic objectives.

The Chair represents the Regional Council on the Nations and Regions Committee\* and at other RIBA and external stakeholder events. The Chair represents the views of the Regional Council and ensures, to the best of their ability, that the Council is fully conversant with RIBA policy and strategy.

The Chair acts as an influential liaison, link and conduit for information and activity between the Regional Council and other parties both within the RIBA and externally. In this role as single point of contact the Chair may also attend other events to represent the views of the Council, and to increase the influence of the RIBA.

\*Regional Council meetings are held 3 times a year across Devon and Cornwall. Nations & Regions Committee (N&RC) meetings are held 3 times a year at Portland Place, London.

**Key relationships:**

RIBA Branch chairs (Cornwall, Exeter, Plymouth)

Regional chair, RIBA Wessex (Rebecca Ridge)

RIBA Nations & Regions Committee (chaired by Vice President Nations & Regions and Membership, Valeria Pasetti)

Regional elected RIBA Council members (John Wilde, Graham Devine)

RIBA Regional Director (Jon Watkins)

RIBA Architectural Communities Coordinator (Claire Bower)

RIBA Project Manager: Skills & Business Development (Catherine Gandon)

**Election:**

In the event of two or more members wishing to put themselves forward, the Regional Council members will consider the applications, and run a vote.

**How to apply:**

Please apply for this post by emailing RIBA Regional Director Jon Watkins on [jon.watkins@riba.org](mailto:jon.watkins@riba.org) with a brief outline of why you would like to become RIBA South West Regional Chair. Please do also call Jon on 07501 466649 if you wish to have an informal conversation about the role.

Note: Jon is on annual leave from 16 August, returning 29 August.