

Role Description

This is a voluntary role. The duties outlined below reflect our shared hopes and expectations but do not create any contractual obligations.

Commonwealth Association of Planners Representative (RTPI)

The Commonwealth Association of Planners (CAP) is a voluntary association of national planning organisations from 30 Commonwealth countries that work towards shared goals of democracy, development and peace. It represents over 40,000 planners in the commonwealth. CAP aims to contribute to the wellbeing of society and creation of more sustainable settlements, support planners in countries where no planning associations exist and promote education and research. CAP adopted a new Constitution in November 2022 and operates via an Assembly/General Assembly, to which this role relates, and a separate Board of Trustees, to which elections are held at the General Assembly meetings.

The role

The CAP Representative is responsible for furthering the interests of RTPI's UK and International members and communicating CAP's activities to them. He/she should be acting as a point of contact for members. The CAP Representative has full voting rights on behalf of the RTPI at CAP General Assembly and Assembly meetings.

What's involved?

- Raise awareness of CAP and its activities to all RTPI members.
- Identify and approach potential new CAP membership organisations and keep the Secretary-General and the administrator informed of such contacts.
- Identify opportunities for holding regional CAP conferences – or CAP tracks within other conferences, and liaise with the Secretary-General and the Administrator on how to progress such activities.
- Provide articles for publication in RTPI member institutes' newsletters and other media, in liaison with the RTPI International Lead.
- Contribute material for use in CAP Newsletters and on the CAP website and send such items to CAP's administrator.
- Attend the Biennial General Assembly meeting, held either online or in person. With guidance from the RTPI regarding decisions on behalf of the Institute, the Representative can vote on behalf of the RTPI on any matters requiring a decision at CAP Assembly meetings.
- Liaise with the Secretary-General to seek financial support from CAP for regional conferences and workshops, well in advance of the event.
- Attend virtual CAP Assembly meetings scheduled between the Biennial General Assembly meetings.
- The Representative is encouraged to contribute to and lead as appropriate on CAP projects and activities, however the Representative must inform the RTPI in advance should they wish to undertake this aspect of the role.

All RTPI volunteers:

- Act in the interests of the RTPI, irrespective of any commitments to other organisations or groups or any personal interests.
- Declare any potential conflicts of interest and seek advice from the Governance Manager if necessary.
- Adhere to relevant RTPI policies, procedures and behaviours.

Expected Commitments

- Attend all CAP Assembly meetings (At least twice annually in years where there is no General Assembly and at least once annually in years when there is a General Assembly). All meetings are “virtual meetings”, so representatives will need access to a telephone and a computer and meetings may take place outside normal working hours – because of the geographical spread of CAP members, the starting time of meetings can range between 5.00 am and 10pm (UK time), with the meetings normally lasting for around 2 hours.
- International travel to and attendance at the General Assembly Meeting in person, normally held once every two years, hosted by one of the 30 CAP members. The next General Assembly Meeting is due to be held in Kuala Lumpur in October or November 2023 (tbc). The costs for this would be borne by the RTPI, subject to its travel and subsistence budgets agreed in advance and in accordance with the RTPI expenses policy.
- Preparation time, if required, to attend the Biennial General Assembly Meeting.
- Prepare reports for the International Committee meetings, held four times a year. Virtual attendance at a minimum of one International Committee meeting per year, to be agreed with the RTPI International Lead.

Term of office

The CAP representative position is for a term of two years with an opportunity to reapply for a further term. The maximum term is 6 years.

What’s in it for you?

The chance to be part of an enthusiastic team of professionals and make a real difference to the planning profession and communities in which we live and work.

The opportunity to:

- Gain further experience and understanding of the work of CAP and its role in International Planning and Sustainable Development.
- Develop experience of involvement with international projects.
- Represent RTPI and contribute towards the development and promotion of planning across the Commonwealth.
- Help shape the future development of the CAP.
- Access professional networking including international contacts.
- Expand your Continuing Professional Development (CPD) portfolio.
- Learn about areas of planning outside of your expertise.

- Contribute to the development of planning knowledge and practice across the Commonwealth in line with CAPs Strategic Plan and in furtherance of the UN SDGs and New Urban Agenda.

What support can you expect?

- Support from RTPI and CAP staff.
- Induction meeting.
- Guidance on any matters requiring a vote at CAP.
- Training, briefings or guidance documents on relevant topics.
- Expenses covered in line with our policy.

About you

- Chartered member of the RTPI.
- A thorough understanding of the RTPI's international work and priorities and its international context as set out in its International Strategy
- Experience of volunteering within the RTPI.
- The ability to report back in writing and/or verbally (this can be via online conference facilities) as required to the RTPI International Committee meetings.
- Availability to attend virtual meetings of CAP which can be outside working hours.
- An understanding of the work of the Commonwealth Association of Planners.
- A strong commitment to planning and the RTPI's strategic objectives and vision.
- Excellent communication and interpersonal skills, with the ability to effectively communicate with stakeholders.
- Experience of working in or with Commonwealth countries (desirable).
- Availability to attend the next physical meeting of CAP.

Key Contact

CAP Administrator

Annette O'Donnell [Annette.O'Donnell@rtpi.org.uk]

RTPI International Lead

Béatrice Crabb [beatrice.crabb@rtpi.org.uk]

CAP Secretary-General

Kelley Moore [SecretaryGeneral@cap-planners.org]