

<i>Reference</i>	Young Planner Terms of Reference
<i>Date</i>	As approved by Nations and Regions Panel 16 March 2021

Young Planner Committee Terms of Reference

1. Constitution

The Young Planners' Committee will be constituted by the National Executive Committee (NEC) or Regional Management Board (RMB). The NEC/RMB has the right to review the Young Planners' Committee annually and in accordance with the NEC/RMB Schemes of Delegation.

2. Purpose and Remit

2.1 To support and represent Young Planners (those within their first 10 years of qualification or in the equivalent early stages of their career) and student planners in the RTPI's [Young Planners Network](#).

2.2 To deliver a programme of activity including CPD, social networking and APC support as determined through the business planning process in the nation or region represented.

2.3 To do so in the context of the RTPI's wider corporate objectives: to retain and grow membership, champion the profession, tackle climate action, increase the diversity of the planning profession

3. Composition and support

3.1 The Young Planners' Committee composition shall be determined by the Regional Management Board/National Executive Committee in consultation with the Young Planner Committee Chair and Vice Chair.

3.2 The Young Planners' Committee composition shall include to a maximum of 12 before co-option:

- Chair
- Vice Chair
- Up to 10 other members, this may include:
 - a) Representatives from local/national government
 - c) Student representatives
 - d) Such other young planners as the NEC/RMB may agree

3.3 The RTPI is committed to increasing the diversity of the planning profession, which we serve. To that end, we will also:

- seek to ensure that membership of the committee reflects the diversity of the Institute's membership with the long-term objective of reflecting the diversity of the UK.
- seek to ensure parity between men and women on the committee.
- seek to ensure, where possible, there is a balance between private/public sector and a balance between geographical spread.

3.4 Members of the committee may be allocated dedicated roles such as :

- Secretary

- Careers/education
- Social programme lead
- CPD programme lead
- Social media/promotion of YP activity
- Sponsorship

3.5 The Chair may serve for a period of one or two years (from 01 January) and will be succeeded by the Deputy Chair. The Chair (or their nominee) will also automatically be elected to the NEC/Regional Activities Committee.

3.6 Appointment of the Deputy Chair shall be a vote by committee members.

3.7 Members will serve for a maximum of six years, with membership reviewed on a bi-annual basis.

3.8 Members must be a member of the Institute (any class).

3.9 With the exception of 3.5, vacancies on the committee shall be advertised through e-bulletins and other social communication platforms. Appointment to the committee group shall be following a vote by the committee members.

3.9.1 The advert for vacancies under 3.8 shall invite short submissions outlining why they wish to join the Young Planners' Committee and what they can bring to the role.

3.9.2 Casual vacancies to the committee may be co-opted.

3.9.3 Members who fail to attend regular meetings or actively participate may be asked to vacate their position on the committee without given reason.

4. Commitment

4.1 Members of the committee are expected to:

- Attend committee meetings regularly
- Participate actively as outlined in role description in Appendix 1.

4.2 The Chair (or Vice Chair) of the committee is expected to:

- Attend Young Planner Chair meetings held nationally 3 times a year
- Participate actively as outlined in role description in Appendix 1.

4.3 Members may be asked to step down from volunteering role if they are unable to actively contribute so that others can take their place

4.4 Members of the committee shall undertake their duties in accordance with RTPI's [Code of Professional Conduct](#) and [Volunteer Charter](#)

Quorum

5 For the committee to be quorate there shall be at least three committee members present (which must include either the Chair or the Vice-Chair) and whenever possible the Coordinator/key contact.

6. Conduct of Business

- 6.1 The committee shall decide the frequency and time of meetings. Meetings should be conducted electronically or face-to-face (providing remote access for those that cannot attend in person whenever possible.)
- 6.2 Meetings shall be organised with the regional co-ordinator/Nation contact, and in agreement with the chair. Administrative support for room bookings shall be provided.
- 6.3 Discussions pertaining to commercially sensitive information, contractual issues, issues relating to employment, legal proceedings, and information provided in confidence or which identify an individual shall not be discussed at meetings without express permission from the RMB/NEC Chair.
- 6.4 Dates of meetings shall be scheduled well in advance to ensure maximum attendance.

7. Minutes

- 7.1 The chair will ascertain, at the beginning of each meeting, the existence of any conflicts of interest and ensure that these are minuted.
- 7.2 A designated person shall note the proceedings and actions of all meetings, including the names of those present and in attendance.
- 7.3. Actions and decisions from committee meetings shall be circulated promptly to regional coordinators/Nations contacts,

8. Reporting responsibilities

- 8.1. The committee Chair (or agreed representative) shall provide a verbal or written report to the RMB/RAC/NEC on their designated areas of responsibility in accordance with their role, and the work of the committee.

9. Decisions delegated to the committee by the NEC/RMB

9.1 For determination

The committee will have authority to decide how it carries out its activities within its remit and scope of delegation outlined above.

9.2 For consideration and recommendation back to the NEC/RMB for decision

- The committee will prepare and work to a business plan, which shall be reviewed annually. This will be presented to the NEC/RMB for approval and submitted as part of the RTPI's business planning process.

9.3 For consideration and recommendation back to RTPI staff for decision

- The committee will agree the date, theme, programme, speaker, venue and format for events and conferences with the National Director/Regional coordinators in accordance with the RTPI's event programming processes.

- Institute staff will deal with suppliers and contractors for services as necessary, such as booking the venue, arranging printing and appointing a conference organiser. The budget must be agreed with staff for each event beforehand. Sponsorship raised to fund or assist with the running and hosting of events or conferences shall as necessary be declared in line with the RTPI's governance arrangements.

APPENDIX 1 – Role Description

Young Planners' Committee - member

1. The role

As a Young Planners Representative you will contribute to providing a professional development and support network for potential planners entering the profession and those in the early stages of their planning career.

2. What's involved?

- Regular attendance at Young Planners group events and any joint events with other built environment professionals e.g. RICS, RIBA and ICE.
- Willingness to participate in national/regional affairs, discussions and debate.
- Provide verbal/written updates to the Young Planners Group if allocated a designated task/role (see below).

As a Young Planner, you can demonstrate your commitment by getting involved in areas which are of particular interest or where you feel you have expertise in. Typically, these may include:

- Chair of a Young Planners Committee to provide overall direction in line with regional business plans and represent the group on the Regional Activities Committee and National Young Planners Chair group.
- Vice Chair: to support the Chair in activities and stand in where necessary.
- Administrator/Secretary: organise meetings and helps prepare minutes.
- Communications and Public Relations: Support the Regional Coordinator/ to promote the group to other members, local planning schools and other built environment professional groups in the local area by means of:
 - writing articles/blogs for newsletters/website
 - maintaining and regularly updating social media forums, such as Facebook, LinkedIn, and twitter (in accordance with RTPI's social media policy).
 - .
- Organising an event, such as CPD, social or professional networking opportunity.
- Helping out at an event, displaying banners, manning registrations, taking photos
- Conducting a risk assessment for an event being organised by the Young Planners Group.
- Securing sponsorship for Young Planner events with the support of the Regional Coordinator/Director.
- Regional Coordinator liaison - to ensure key information about events and activities is shared well in advance to allow Regional Coordinators to market effectively
- Encouraging non-RTPI members to join us, by championing the benefits of membership
- Getting involved with Careers/Education outreach

3. What's expected of you?

3.1.1. Expected Time Commitments & Term of Office:

- Young Planner group meetings are held regularly throughout the year
- NEC/ RMB committee meetings are held four to six times a year. The steering group Chair or a designated young planner representative should attend these meetings.
- Depending on how much you are involved, the time commitment can vary from two hours to ten or more a month.
- Term of office varies according to the role but shall not exceed 6 years.

4. About you

This role will suit members with:

- A strong commitment to planning and the RTPi's strategic objectives and vision.
- The time to be actively involved contributing to one or more activities.
- A creative outlook and problem solving or leadership skills
- Availability to attend committee meetings as scheduled within the region (day or evening).

5. Key Contact:

Regional coordinator or Director for Scotland, Wales, Northern Ireland.