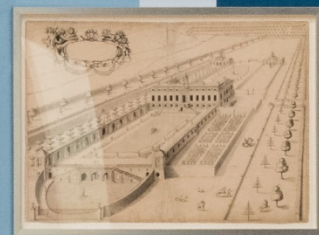
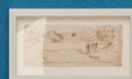
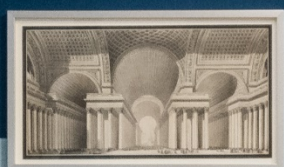


RIBA

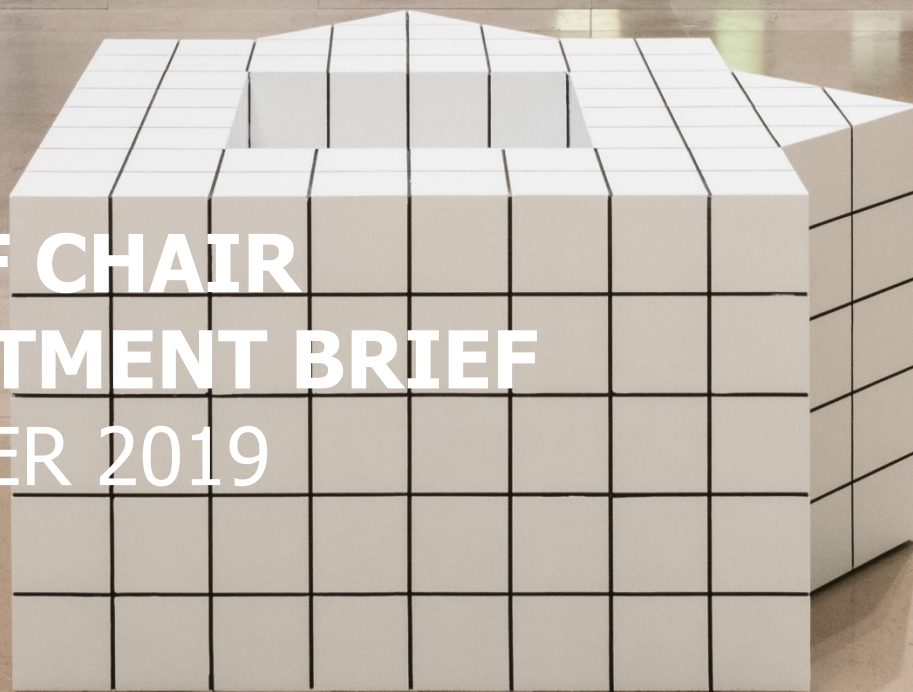


Royal Institute of  
British Architects

Saxton Bampfylde



**ROLE OF CHAIR**  
**APPOINTMENT BRIEF**  
NOVEMBER 2019





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2. The role
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*"We serve our members and society in order to deliver better buildings and places, stronger communities and a sustainable environment."*





# INTRODUCTION

The Royal Institute of British Architects (RIBA) is a global professional membership body driving excellence in architecture. The RIBA serves its members and society in order to deliver better buildings and places, stronger communities and a sustainable environment. Being inclusive, ethical, environmentally aware and promoting the highest professional standards in architecture underpins all that the RIBA does.

The RIBA was founded in 1834 for *'the general advancement of Architecture and for promoting and facilitating the acquirement of the knowledge of the various arts and sciences connected therewith'*.

The RIBA does not receive any government funding. The 48,000 RIBA members and Chartered Practices pay a yearly subscription fee to the RIBA. The RIBA also raises funding from sponsors and its commercial products and services.

The RIBA aims to:

- lead and support the highest professional and ethical standards
- attract and retain the best and most diverse talent
- provide access to education, knowledge and skills
- help its members and Chartered Practices engage with the challenges and opportunities of a changing world
- build a body of knowledge and facilitate collaboration, research and innovation in practice
- broaden its international reach

The RIBA is successful thanks to its diverse, passionate and talented workforce, committed to delivering the highest professional standards. Their values are core to who they are and what they do.







# THE ROLE

## Context

The RIBA is a world renowned, international organisation – working as a professional body, delivering key services to members, as well as serving the purpose of advancing architecture more generally – through its awards, library, gallery, public works programme and online content. The RIBA is structured as a charity but operates as a ‘surplus for purpose’ operation.

Following an extensive review, a new governance structure has been approved for the organisation which will see the creation of a new Board of Trustees. The Board will become responsible for the fiduciary duties of the organisation, responsible for oversight of RIBA operations. The Board will work closely with the larger representative Council body, which informs the overarching strategy and relevant themes for the profession. This is an historic shift in the way the RIBA operates and means that for the first time the organisation will have a Board selected from a mix of skills specifically tailored for its needs going forward, rather than a subset of the elected Council members.

## The Opportunity

Until now the President of the RIBA, elected by its members, was both the Chair of Council and the Board. Under the new governance structure, the Chair of the Board will, for the first time, be a selected role. The Chair will play a key role in working with the President and the CEO to define the vision and set the strategic direction of the organisation. The Chair will ensure the Board implements best governance processes and ensures the RIBA’s assets, finances and property portfolio are properly managed. The Chair will lead on Trustee recruitment, Board performance and succession planning. They will also need to be able to create the right environment for a high performing, united Board of Trustees capable of making sound yet ambitious decisions. The Chair will lead the annual appraisal process.

The RIBA is a complex global body, of importance to its stakeholders and requires a Chair of the Board able to inform strategic thinking, fit to drive forward the profession. The Chair and the Board of Trustees are ultimately accountable to



Council so the successful individual will be as much a leader on strategy as a diplomat, skilled in persuasive and collaborative communication.

## Key responsibilities

The main responsibilities of the Chair of the RIBA will be as follows:

- To chair the Board of Trustees in an effective manner, ensuring that the right mix of skills and diversity are represented. The Chair will build consensus and is responsible for the effective performance of the Board and Member Trustees;
- To work closely with the President, the Council and the CEO to define strategic direction for the organisation;
- To play a key role in ensuring the success of the upcoming governance changes at the RIBA;
- To lead on Trustee recruitment, including the first independent members of the new Board;
- To ensure that the Council receives appropriate, good quality and timely information relating to the Board's activities, and to manage a close working relationship with the President and CEO;
- To implement good governance policies;
- The Chair and the Board hold the CEO to account and have oversight of the RIBA organisation and delivery of its strategy and objectives.

The Council meets 4 times a year and the Board meets at least 6 times a year. There are other informal events throughout the year related to the RIBA's work.







# PERSON SPECIFICATION

The successful candidate will ideally bring all or most of the following experience:

- Senior leadership experience gained in a similarly high profile and complex organisation;
- Strong governance expertise, ideally gained through experience as a Chair;
- Excellent commercial and financial acumen;
- Senior leadership experience, ideally gained in an organisation operating in a global context and during a period of strategic growth;
- The gravitas and wherewithal to hold this prominent post within the RIBA, whilst also demonstrating a collaborative and diplomatic approach;
- Significant experience in a role as a non-executive Chair, with a focus on leading and developing Board members and the ability to work closely with the President and CEO to provide strong leadership to the wider organisation;
- A strong interest in architecture and the ability to advocate for the importance of the RIBA and the work undertaken by its members;
- Excellent communication and presentational skills,
- Excellent interpersonal and team skills and used to working with a wide range of senior stakeholders from diverse backgrounds.



# TERMS OF APPOINTMENT

- The post-holder will be appointed based on a three-year renewable term
- It is envisaged that this will be a remunerated role and terms will be discussed with candidates
- The Chair can expect to commit up to 3-4 days per month for this role, though more time may be required at the outset

## HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to RIBA on this appointment.

Candidates should apply for this role through our website at **[www.saxbam.com/appointments](http://www.saxbam.com/appointments)**, using code **EAZQB**.

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter. The cover letter should ideally not be more than 2 sides and must address the selection criteria.

The closing date for applications is noon on **Tuesday 3 December 2019**.

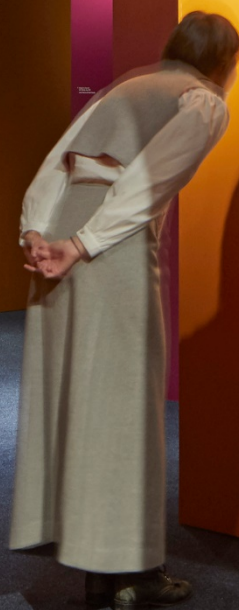
- Following the longlist meeting during the week commencing 9 December, selected candidates will be invited to have an initial conversation with Saxton Bampfylde during the weeks of 9 December, 16 December and 30 December.
- The shortlist meeting will take place during the week of 6 January. Selected candidates will be invited for the first round of panel interviews on Monday 20 January.
- A final round of panel interviews will take place on Tuesday 28 January.

### GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*





4

BETWEEN TWO  
COUNTRIES

5

THE GARDEN CITY  
OF THE FUTURE

1. Lecture by Sir Herbert Read  
at RIBA, 1914

2. Diagram of a garden city, Walter Crane  
in 'The Garden City', 21 June 1914

3. Diagram of a garden city, Walter Crane  
in 'The Garden City', 21 June 1914

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