



**APPOINTMENT OF
INDEPENDENT
TRUSTEES
APPOINTMENT BRIEF
FEBRUARY 2020**

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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 Appointment of Trustees

Under this new governance framework, which is expected to commence in March 2020, the new Board will comprise 12 Trustees. At least seven of these will be Council members, including the President, Honorary Secretary and Honorary Treasurer (ex officio roles on the Board). The RIBA has identified eight areas of expertise that comprise the skills matrix required to oversee the running of the RIBA and best meet the challenges of the day. Four of these areas will be covered by Council members and a further four will be open to independent applicants.

The General Role of Trustees

Trustees / Members of Council have responsibilities as Directors of the Company. The Board of Directors monitor the performance of senior management and, alongside the Council, set the strategic aims and agenda for the organisation. Trustees have ultimate responsibility for the conduct and financial stability of the RIBA.

Further duties and responsibilities include working:

- To ensure that the RIBA pursues its objectives as defined in its governance framework;
- To ensure that the charity uses its resources exclusively in pursuance of its objectives;
- To ensure that the charity complies with its governance framework, charity law, company law and any other relevant legislation or regulations;
- with the Chief Executive, the executive team, the President and the Council to set the vision, values, mission, strategy and high-level policy;
- To ensure all decisions made are guided by a clear, shared understanding of the RIBA's mission, culture and values;
- To safeguard the reputation and values of the RIBA;
- To evaluate the board's effectiveness in consultation with the senior management, to set the strategy and budgets and establish the policies of the organisation;
- To ensure the effective and efficient administration and running of the charity in accordance with its strategy, budgets and policies;
- To ensure the financial stability and sustainability of the RIBA;
- To protect and manage the assets and property of the organisation and to ensure the proper investment of the charity's funds;
- To appoint a Chief Executive, support him/her in the role and monitor his/her performance; and
- To set the remuneration of the Chief Executive and senior members of staff.

The Council meets 4 times a year and the Board meets at least 6 times a year; with further meetings should one serve on sub-committees. There are other informal events throughout the year related to the RIBA's work.



PERSON SPECIFICATION

The RIBA has an opportunity in this process to select Board members with certain skills and experiences that are specifically tailored for its needs and strategic aims going forward. Candidates should therefore apply for a specific seat on the board responsible for a key area of strategy.

Specific areas of responsibility

Independent Categories:

Independent candidates (those applying from outside of the RIBA Council) should be able to support the organisation in at least one of the following areas:

- Business & Enterprise (Financial Acumen);
- Organisational Change (HR/Legal/Equality);
- Heritage (Public engagement; cultural facilities & programs);
- Digital Strategy.

Candidates should also ideally be able to demonstrate most of the following general criteria:

- Experience in and understanding of strategic planning and resource management;
- Experience of organisational governance;
- The ability to analyse and review complex issues and weigh up conflicting opinions;
- Financial acumen;
- A passion for the work the RIBA carries out;
- Excellent communicator; and
- The highest standards of integrity and honesty.

The RIBA is also running a parallel process recruiting Council Members to lead on these four areas as Trustees:

- Membership development (Regional, National & International);
- Architectural Practice;
- Culture & Events; or
- Learning.



TERMS OF APPOINTMENT

- The post-holder will be appointed based on a three-year renewable term;
- Trustees can expect to commit up to 1-2 days per month for this role, though more time may be required at the outset;
- Whilst the role will not be remunerated, reasonable expenses will be paid.

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, using code **EAZQC**.

Click on the 'apply' button and follow the instructions to upload a CV and cover letter.

Your cover letter should indicate which Independent Trustee role you're applying for:

- Business & Enterprise (Financial Acumen)
- Organisational Change (HR/Legal/Equality)
- Heritage (Public engagement; cultural facilities & programs)
- Digital Strategy

The closing date for applications is noon on **Monday 2 March 2020**.

Candidates are to be aware that the provisional dates for panel interviews are due to take place **w/c 16 March** (excluding Monday 16 March).

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.



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THE GARDEN CITY
OF THE FUTURE



- 1. Letter from E. Howard, President, to Lord Princes, 7 June 1914
- 2. Diagram of a garden city, Howard's plan, 21 June 1914
- 3. Plan of a garden city, Howard's plan, 21 June 1914

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BETWEEN TWO
COUNTRIES



**Saxton Bampfylde
LONDON**
9 Savoy Street
London WC2E 7EG

EDINBURGH
46 Melville Street
Edinburgh EH3 7HF

saxbam.com

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