**ROLE AND RESPONSIBILITIES FOR CHAPTER COMMITTEE MEMBERS**

**Role of Chapter Committee**

The Committee as a whole is responsible for the development, co-ordination and delivery of an interesting, successful and cost-effective programme of events. Individual Committee members may form small working groups to help them deliver their brief. While composed of individuals the Committee must make decisions collectively (supported by 50%) which all members of the Committee should then support and enact. It is therefore important for committee members to be able to give adequate time to the Chapter and avoid or declare any conflicts of interest. The committee meetings usually take place once a month and a quorum of at least a third of total number of committee members is required for the meetings to take place.

All members of any RIBA Chapter committee must clearly understand their duties and responsibilities and be able to commit to the effective running for the Chapter for the benefit of all RIBA Members in the Gulf. They must be able to commit to:

• upholding the values of the RIBA;

• giving adequate time and energy to the voluntary work their role entails;

• acting with integrity and avoiding, or declaring, personal conflicts of interest

There are four honorary positions within the committee and the purpose and functions of the following roles are attached to this document:-

1. Chair
2. Vice Chair
3. Honorary Treasurer

**Terms of Office**

Honorary Officers and committee members will be elected for a term of office of up to two years and may be re-elected for up to two further terms of office. Members should not normally serve for more than six consecutive years without a two-year break.

**Executive support for RIBA committee members**

Members are volunteers and may need support and assistance in their roles. Appropriate resources such as the Local Initiative Fund (LIF) will be provided by the RIBA to enable the Chapters to undertake the activities outlined in their respective strategic plan.

**Role Description – Chapter Chair**

The Chair is responsible for the proper conduct of the committee meetings and will represent the Chapter at meetings and events both within the RIBA and externally. The Chair must be a Chartered member. The Chair's term of office shall normally be two years. S/he may be re-elected for up to two further terms, but may not serve for more than six consecutive years without a two-year break.

**Main duties of the Chair**

The role of the Chair is to ensure that the Chapter Committee meetings function effectively:

(i) The Chair is responsible for making sure that each meeting is planned and conducted according to Chapter requirements;

(ii) 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 Chapter are allowed to fully participate in the meeting;

(iii) The Chair should check, at the outset of any meeting, whether any committee members have any conflict of interest

(iv) The Chair must act impartially to ensure that all matters of opinion are given a fair hearing and that meetings are conducted courteously and efficiently;

(v) The Chair must ensure that the decisions and actions arising from the meeting are properly recorded in the minutes

(vi) The Chair is expected to ensure that the particular skills of Chapter committee members are used as effectively as possible; and

(vii) The Chair shall ensure that the Committee does not enter into financial commitments in excess of its resources

The Chair acts as a liaison, link and conduit for information between the committee and the RIBA. In this role as single point of contact the Chair may also occasionally attend other events where the Chair is expected to represent the views of the committee they Chair.

**Role Description – Vice Chair**

The Vice Chair acts for the Chair when they are not available; and undertakes assignments at the request of the Chair. To preserve continuity, every Chapter should ensure that its Chair has a deputy who can take over the role should the Chair be unable to attend a meeting or event. The Vice Chair must be a Chartered Member.

The role includes:

* Working with the Chair, ensure that the Committee fulfils its responsibilities for the good governance of RIBA Gulf Chapter and in line with RIBA guidance
* Facilitate and provide support and guidance for the Committee members in their role of setting strategy and implementation of local activities
* Ensure effective communication by all committee members working closely with the Chair and the staff link at RIBA head office

**Role Description – Honorary Treasurer**

The role of the Honorary Treasurer is to give advice on proposals for projects and activities which may have a financial impact. Further advice and support for this role can be made available from the RIBA finance department.

Specific duties include:

* considering, in conjunction with the Chapter Chair, a range of financial options for funding local projects and activities including RIBA LIF
* submit annual statement of accounts
* ensure funding and finances are fully accounted for and in accordance with requirement of funders
* keep committee members abreast of chapter finances