

Opportunities for a Committee Role in 2017/18

The Landscape Institute Scotland (LIS) encompasses the whole of Scotland and is one of 12 Branches of the Landscape Institute throughout England, Wales, Northern Ireland and Scotland.

REMIT OF LIS

The Scottish Branch works to represent the Landscape Institute at local level and the interests of members and the environment to the Scottish Government, agencies, and the voluntary sector.

HERE IS AN OPPORTUNITY FOR YOU TO ASSIST THE LIS REMIT!

All these activities can and do support the professional development of committee members by enhancing their communication, administrative, organisational skills and contribution to CPD.

Those that have been involved with Branch Committees have often commented that the experience has been valuable, allowing them to raise their profile and to meet useful contacts. There is never a presumption that Committee members can absorb more than a couple of activities at any one time on behalf of the Branch. The Committee roles are self-contained, and not necessarily longer than one year.

Your branch needs you. If you would like to help, please contact the branch Chair or Secretary through mail.scotland@landscapeinstitute.org

LIS COMMITTEE ROLES AND ACTIVITIES

The LIS is required to make 4 honorary elected appointments of a Chair, Secretary, Treasurer and Branch Representative.

In addition a further 8 committee members can be nominated and elected on by the Branch Committee. Between the Committee, the Branch staff of Policy Officer and Administrator and its supporting members the LIS will work to achieve its aims and objectives to serve the profession generally in Scotland.

The following descriptions set out the roles and responsibilities of the Branch Committee positions and the skills and experiences that can be gained from undertaking them. In addition a number of support roles are highlighted which demonstrate additional support to the LIS by corresponding members; representative members on the LI Council or Committees; representative members on advisory panels.

For the roles of part time LIS staff of Policy Officer and Administrator please refer to the link to the LIS website.

Honorary Officers - Elected Committee Roles

Must be Corporate Members of the Institute (as defined by the Royal Charter)

1. CHAIR

Responsible for arranging, chairing and running the LIS Committee and representing LI as appropriate. Activities may include:

- Prepare Committee agendas.
- Ensure all Committee members are conversant with their role and duties and that these are carried out effectively.
- Be familiar with LI Constitution, Governance, Delegated Authorities, Aims and Objectives
- Represent LIS interests at National and Local level
- Liaise with the Landscape Institute and represent their interests in Scotland
- Promote involvement of members in Committee activities
- Contribute to debate regarding event programming and lead debate on any matters affecting the future policy and operation of LIS
- Ensure a range of quality CPD events are provided throughout the year across Scotland
- Introduce speakers at events when applicable, chair any associated debate and ensure appropriate thanks is made to speakers or associated sponsors
- Ensure appropriate responses are made to Scottish Government or other consultations and that these adhere to the procedures in operation at the LI.
- Ensure LIS is represented at any appropriate LI Committees, for example the Advisory Council and Branch Forum.
- Ensure draft programme and budget bids are submitted to LI timeously
- Ensure appropriate arrangements are made in respect of any student award schemes.
- Ensure procedures and actions are carried out in respect of any LIS activities such as arranging competitions.
- Lead in the preparation of literature, videos or other media for the purpose of informing others, from schools to professional organisations of the role of a landscape architect.
- Promote the image of LIS wherever possible including presentations to Government, other professional organisations, local authorities, and non-departmental organisations
- Obtain sponsorship of events where desirable or possible
- Set up and persuade LIS practices to contribute to both the web site and an archive of Scottish projects.
- Ensure any consultations with the membership are adequately arranged and chair these if meetings are involved
- Ensure LIS has representation on other organisations with selected appointees for example Design Review Panels and national organisations when this is appropriate
- Responsible for ensure the arrangement, content and election process is in place for the Annual General Meeting
- Provide assistance, as the immediate past chair, to the new holder of this the post, together with advice to any other newly appointed Executive post holders
- Prepare and present a short report to the Annual General Meeting

Skills and Experience gained from this post:

- *Management experience in respect of LIS activities and committees*
- *Organisational and administrative skills*
- *Communication and presentation skills*
- *Contribution to the governance and activities of the LI*
- *Representational and negotiation skills at every level from local to Government*
- *Experience of networking and development of contacts*
- *Experience of making a positive contribution to enhancing the image of the profession and landscape generally.*
- *Enhanced CV and professional profile and contribute to CPD*

2. TREASURER

Responsible for LIS finances. Activities may include:

- With the Chair, authorise potential costs for events taking account of current budget.
- Authorise expenditure for purchases, fees, reimbursement of expenses, or financial contributions within budget and associated with the running of LIS
- Receive and validating invoices for payment and effect payment through the established procedures operated by LI
- Organise the collection of attendee payments at events, and deposit these takings into the LIS account
- Raise invoices and ensure payments and any other income is placed into the LIS account.
- Prepare and present monthly financial reports to the Committee
- Advise on budget forecast, and contribute to any decisions regarding event or other expenditure
- Prepare and present the Annual Accounts, and inform LI timeously.

Skills and Experience gained from this post:

- *Financial stewardship and management skills*
- *Management experience in respect of contributing to events, programmes and budgets*
- *Communication and presentation skills*
- *Experience of networking and the development of contacts*
- *Experience of liaison with LI on financial procedures and implementation of these*
- *Experience of governance and operation of LIS*
- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CPD*

3. SECRETARY

Responsible for general organisation and administration of LIS. Activities may include:

- Issue on behalf of the Chair convening notices for the Annual General Meeting and any ad-hoc General meetings held during the year.
- Contribute to formulation of policy or programmes discussed at the Committee.

- Attend meetings of the Cross-Party Group on Architecture and the Built Environment at the Scottish Parliament and report to Committee.
- Carry out regular progress meetings with the LIS Policy & Development Officer, and report to Committee.
- Study and be familiar with the governance and procedures of the LI and identify those staff at LI who may control or influence LIS operations and maintain contact with them.
- Prepare and present a short report to the Chair for the Annual General Meeting.

Skills and Experience gained from this post:

- *Administration and organisational skills*
- *Experience of governance and operation of LIS*
- *Experience of calling meetings, preparation of agenda, taking and circulating minutes.*
- *Experience of time management skills*
- *Experience of networking and the development of contacts*
- *Advice to LIS Committee on matters relating to secretarial duties.*
- *Communication and presentation skills.*
- *Making a positive contribution to LIS and landscape generally.*
- *Enhancement of CV and professional profile and contribute to CPD.*

4. BRANCH REPRESENTATIVE & LI ADVISORY COUNCIL MEMBER

Branch Representative and Member of the Council representing the interest of the Scottish Branch. Activities include:-

- Attending Landscape Institute Advisory Council meetings (3 per year) plus annual retreat, reporting back to the Branch membership and raising branch issues at Council level.
- Attending Branch Committee meetings and reporting Council activities
- Undertaking responsibilities and tasks set out in the Council Terms of Reference
- With the Council, ensuring accountability of the Institute as set out in the objects and the Royal Charter and holding the Board of Trustees to account.
- Shaping LI policy development.

Skills and Experience gained from this post:

- *Communication and presentation skills*
- *Contribution to the governance and activities of the LI*
- *Representational and negotiation skills*
- *Experience of networking and development of contacts*
- *Experience of making a positive contribution to enhancing the image of the profession*
- *Enhanced CV and professional profile and contribute to CPD*

Branch Committee Members

Committee Members provide support to the Branch and attend Branch Committee meetings. They work under the direction of the Chair in either a sub-committee role or as support in that role or general Branch activities. The roles are flexible and Committee members may be happy to be involved in a range of activities that work with their strengths. The areas that committee members can be involved in include:-

1. COMMUNICATIONS & EVENTS

Outgoing communications to the membership and other organisations. Assist with programmed and ad-hoc events covering CPD, Social and Competitions.. Activities may include:

- Engage with the membership effectively through all communication methods available (website, LinkedIn, Facebook, Twitter)
- Seek the views of members on the activities of LIS, and encourage new ideas or topics for discussion or events
- Contribute to deliberations on event programme at Committee
- Maintain links with other organisations who may be holding events that may be of interest to members, receive details, and arrange for distribution
- Inform other organisations of projected events to be organised by LIS
- Consult membership when appropriate on governance issues that may inform opinion for LIS representatives on LI Committees
- Advice to the designated officer in respect of LIS participation at exhibitions, careers conventions and other promotions.
- Maintain records of relevant information from the membership or other organisations that may be suitable to inform members through communication methods
- Prepare and distribute regular news items through communication methods
- Inform the Committee on both the operation of the communications, of any relevant information, and take part in discussion on other topics raised at the Committee
- Prepare and secure the content and design of any publications to be used by LIS
- Prepare and present a short report to the Annual General Meeting if required.

Skills and Experience gained from this post:

- *Communication and presentation skills with all members of LIS throughout Scotland*
- *Information technology skills in relation to email and web set-up and maintenance*
- *Carrying out consultations with LIS members, assessing these and reporting to Committee*
- *Contribution to annual event programme and budget*
- *Experience of governance and operation of LIS*
- *Events organisational skills*
- *Advice to LIS Committee on matters relating to communication and events*
- *Experience of networking, negotiation and the development of contacts*

- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CPD*
- *Administrative and time management skills*

2. STRATEGIC PLANNING & PROMOTION

Involvement in the long term view of Branch activities through effective engagement with public, 3rd Sector, private and academic members. Activities may include:

- Collating data from public, 3rd Sector, private and academic members through surveys.
- Developing an action plan from survey feedback to input into the Branch business plan and events planning.
- Ensuring through effective communication and a range of activities that public, 3rd sector, private and academic members needs are represented on an ongoing basis
- Maintain links with other organisations to provide additional support to members.
- Prepare and present a report on activities to the Annual General Meeting as required

Skills and Experience gained from this post:

- *Experience of negotiation*
- *Experience of networking and the development of contacts*
- *Experience of governance and operation of LIS*
- *Communication and presentation skills*
- *Contribution to annual event programme and budget*
- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CPD*

3. EDUCATION & MEMBERSHIP

Liaising with the Scottish School of Landscape Architecture (ESALA) and for engaging with primary and secondary schools to encourage new members to the profession. Activities may include:

- Setting up regular meetings with ESALA and develop an agreed programme integrating curriculum with LIS events, awards, visiting member talks on work experience, portfolio preparation etc
- Organising joint member and ESALA events and activities
- Liaise with careers office of ESALA
- Working with student Branch representatives to encourage student attendance at events
- Establishing data base of members willing to attend secondary and primary schools career talks
- Provide appropriate materials and advise from LI to members attending schools
- Prepare and present a report on activities to the Annual General Meeting as required

Skills and Experience gained from this post:

- *Experience of networking and the development of contacts*
- *Communication with membership and external education organisations*

- *Negotiation skills*
- *Working with the LI Education Committee*
- *Communication and presentation skills*
- *Contribution to annual event programme and budget*
- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CPD*

4. CONTINUING PROFESSIONAL DEVELOPMENT

Assisting in the promotion and achieving professional development: Activities may include:

- Ensuring that members have access to Continuing Professional Development events
- Advising Committee on appropriate subjects that may be required to assist with this process
- Acting as or assisting members who are mentors concerned with the Pathway to Chartership (P2C) of the Landscape Institute
- Liaising with practices that provide assistance to prospective members of the LI
- Liaising with the providers of university level courses in Landscape and the promotion of students to become members of the LI and take part in LIS events.
- Liaising with other training or educational establishments where school or other colleges either have an interest in Landscape Architecture or who have students who wish to find out more about the profession and assist them in obtaining appropriate literature

Skills and Experience gained from these posts

- *Representational skills*
- *Communication and presentation skills*
- *Knowledge of the educational processes in a professional context*
- *Opportunity to assist graduates to become Chartered*
- *Making a positive contribution to LIS and landscape profession.*

5. GENERAL BRANCH COMMITTEE MEMBERS

General Committee members assist in the running of LIS. Activities may include:

- Attendance at Committee meetings
- Contribute to topics, for example budget and event programming
- Represent other LIS member views where appropriate
- Organise or assist in organising LIS events
- Attendance at conferences, exhibitions and careers conventions to assist the designated officer
- Contribute to responses to consultations
- Contribute ideas regarding the operation of LIS
- Support LIS Committee activities and Post Holders with their tasks
- Provide specialist contributions as outlined in the posts and activities outlined

Skills and Experience gained from this post:

- *Experience of governance and operation of LIS*

- *Varied experience dependant on type of projects undertaken or assistance to other members of the Executive Committee*
- *Communication and presentation skills*
- *Organisation and management experience when involved with projects*
- *Contribution to annual event programme and budget*
- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CPD*

6. STUDENT REPRESENTATIVE ON COMMITTEE

Representing student views to inform the Committee: Activities may include

- Representing students from university or other colleges where elements of landscape form whole or part of a course
- Representing student members who are in private, local government or other occupations.
- Obtaining by survey or personal contact views of students on any aspect of landscape education or occupation, summarising these and informing Committee.
- Encouraging other student members to take part in events or to make contributions to LIS

Skills and Experience gained from these posts

- *Representational skills*
- *Communication and presentation skills*
- *Knowledge of the educational processes in a professional context*
- *Opportunity to assist and understand the views and concerns of undergraduates and other working students*
- *Knowledge of Committee organisation, management and procedures*

Supporting Members

1. CORRESPONDING MEMBERS

Corresponding members are those whose base is remote and it is not practical to attend Committee meetings. Activities may include:

- Contribute to topics, for example budget and event programming
- Represent other LIS member views where appropriate
- Contribute to responses to consultations
- Contribute ideas regarding the operation of LIS
- Support LIS Committee activities and Post Holders with their tasks

Skills and Experience gained from this post:

- *Experience of governance and operation of LIS*
- *Communication, presentation and representative skills*
- *Contribution to annual event programme and budget*
- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CPD*

2. REPRESENTATIVE MEMBERS AT LI

Representative members for LIS on LI Council and Committees and Regional Meetings.

Activities may include:

- Through the Communications Manager seek views of membership on topics where a LIS view has to be conveyed to LI
- Inform chair of results and agree with Chair or, if the programme allows, the Committee and assist in the preparation of a LIS view.
- Inform Chair of Agenda for LI Committees to be attended
- Report on the substance of LI meetings as appropriate
- Distribute to Chair and Secretary minutes of these Committee meetings
- Attend and represent LIS on Council, Standing Committees, ad hoc Committees or ad hoc working groups where appropriate
- Attend and represent LIS at Regional meetings where appropriate

3. REPRESENTATIVE MEMBERS ON ADVISORY PANELS

Representative members for LIS on Advisory Panels e.g. Urban Design or Design Review Panels and other Organisations. Activities may include:

- It will be the duty of the LIS Secretary or other appointed officer, to ensure representatives are available for attendance at Panels and to liaise with the Panel organisers to inform them of the representatives appointed and any rota if appropriate.
- Prepare views following research if appropriate, for example if there is a need to pay site visits before attendance at a Design Review Panel
- Be prepared to give your own views and comment live at a Panel based on your own knowledge and experience or giving a LIS view if there is a relevant policy.
- Report to the LIS Committee on the Panel activities on which you may be a representative or
- Report to the LIS Secretary or designated Officer for onward transmission to the LIS Executive if you are not a member of the Executive and it is impractical for you to attend.
- The LIS Secretary or designated officer will liaise with the Panel organisers to monitor performance of the LIS representative(s), agree rotas and changes of representative if appropriate, and convey views and suggestions on the Panel if sought.

Skills and Experience gained from these posts

- *Experience of representational skills*
- *Ability to debate*
- *Communication and presentation skills*
- *Investigative skills (where projects require historic information or site visits)*
- *Knowledge of governance of other organisations*
- *Communication and networking with other professions*
- *Summarising and report writing for the LIS Executive*
- *Making a positive contribution to LIS and landscape generally*
- *Enhancement of CV and professional profile and contribute to CP*