



Opportunities to enhance the profession in Scotland
Landscape Institute Scotland –2020/2021

Would you like to be part of an active devolved nation branch?

The Landscape Institute Scotland (LIS) is the Scottish Branch of the Landscape Institute, with 460 members within a population of over 5 million people. The Scottish Branch works locally to represent the interests of members and the environment to the Scottish Government, agencies, and the voluntary sector. It is one of the most active branches in the UK.

The LIS is one of the devolved nation branches and in that respect its remit does include more influencing at Government and Parliament levels. After the successful launch and debate at the Scottish Parliament on ‘Landscape for Scotland’ we continue with this impetus with the formation of Scotland’s Landscape Alliance with organisations that all have a shared interest in Landscape and Place



Our Objectives

The LIS is guided by the Landscape Institute’s Vision whilst responding to the unique Scottish environment (natural and man-made). Our Business Plan 2017-2022 sets out a sustainable way to deliver its mission within the context of the Landscape Institute’s aims.

Our key objectives are

- 1. Building the Resilience and Competence of the Landscape Profession**
 - Understanding and Supporting our Member’s Needs
 - Supporting Education

- 2. Raising the Political and Public Profile of Landscape and Place**
 - Promotion and Advocacy of the Profession

Opportunity for Involvement

2019 – 2020 has seen an incredible momentum in the work of the branch from events, exhibitions, competitions as well as influencing work with agencies and government. All these activities can and do support the professional development of committee members and do contribute towards the LI CPD requirements. (see page 6)



If you would like to be part of our active team please contact us:-

mail.scotland@landscapeinstitute.org

The LIS is required to make 4 honorary elected appointments of a Chair, Secretary, Treasurer and Branch Representative who can serve for 4 years. There is an opportunity to shadow these roles for a year. In addition, a further 8 committee members can be nominated and any number of committee support or corresponding members. The committee is also supported by a part time administrator and Policy and Influencing Officer employed by the LI.

Honorary Officers - Elected Committee Roles

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

1. CHAIR: Responsible for chairing and running the LIS Committee and representing LIS as appropriate. Activities may include:

- Be familiar with LI Governance procedures.
- Represent the LI interests at Scottish level.
- Promote the image and work of the LI wherever possible including presentations to Government, other professional organisations, local authorities, and non-departmental organisations.
- Maintain links with members in the public sector, private sector and education sector.
- Work with the Treasurer on financial bids to the LI supporting the current business plan and ensure plan is updated and relevant.
- Work with the LI Policy Officer to ensure appropriate responses are made to Scottish Government or other consultations.
- Ensure LIS has representation on other organisations with selected appointees for example Design Review Panels and national organisations when this is appropriate.
- Introduce speakers at events when applicable, chair any associated debate.
- With the Secretary ensure the arrangement, content and election process for the AGM including reporting.

2. TREASURER: Responsible for LIS finances. (This position will be vacant)

Activities may include:

- With the Chair, develop the annual Financial Plan in relation to the Business Plan and issue to the LI.
- With the Chair, authorise expenditure for purchases, fees, reimbursement of expenses, or financial contributions within budget and associated with the running of LIS
- Receive and validate invoices for payment through the established LI procedures.
- Raise invoices and ensure payments and any other income is placed into the LIS account.
- Keep complete and methodical financial records of all transactions.
- Prepare and present monthly financial updates to the Committee, advising on budget forecast, and contribute to any decisions regarding expenditure
- Prepare and present the Annual Accounts and inform LI timeously.
- Advise the LIS committee of LI guidance to branches on finance matters such as VAT, sponsorship, charitable operation and event pricing.

3. SECRETARY: Responsible for general organisation/ and administration of LIS. (This position will be vacant) Activities may include:

- Study and be familiar with the governance and procedures of the LI.
- Issue on behalf of the Chair convening notices for the Annual General Meeting and any ad-hoc General meetings held during the year.
- With the administrator and Chair organise the AGM venue, catering and support.
- Prepare minutes of AGM

Currently carried out by Secretary as additional roles:-

- Contribute to formulation of policy or programmes discussed at Committee
- Liaise with the organisers of Design Panels to ensure our representatives are providing appropriate comments as required.

4. BRANCH REPRESENTATIVE & LI ADVISORY COUNCIL MEMBER

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.
- Helping shape direction of the LI on policy and other matters.

Branch Committee Skill Sets

Committee Members provide support to the Branch and attend Branch Committee meetings. 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

Communications to the membership and other organisations.

- Engage with the membership effectively through all communication methods available (website, LinkedIn, Facebook, Twitter) following Data Protection rules by LI.
- Liaise with LI on content and look of LIS website.
- Prepare and distribute regular news items through communication methods.
- 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.
- Prepare and ensure the content and design of any publications /communications to be used by LIS comply with LI branding guidelines.

2. EDUCATION

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

- Liaise with ESALA to integrate curriculum with LIS events, awards, visiting member talks on work experience, portfolio preparation etc
- Review, judge and attend presentation of LIS prizes
- Working with student Branch representatives to encourage student attendance at events
- Work with the LI on encouraging 'Ambassadors' to attend schools career talks or other events in schools to promote the profession.
- Work with LI on participation at exhibitions, careers conventions and other promotions.
- Liaise 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.

3. EVENTS / GRAPHICS

Assist with development and running of programmed events and organise suitable graphics for advertising events. Activities may include:

- Seek views of members on activities, new ideas or topics for discussion or events;
- Develop a year's event programme with the Committee and members ideas;
- Work with administrator to book suitable venues
- Arrange for graphics and publication material.
- Set up Eventbrite for bookings.
- Liaise with external speakers for set up and content of any events.

4. SUPPORTING THE PUBLIC SECTOR & 3RD SECTOR

Ensuring effective engagement and support of public and 3rd Sector. Activities may include:

- Co-Chairing with SNH a self organising Scottish public sector network
- Ensuring communication and a range of activities that public and 3rd sector are represented on an ongoing basis.
- Maintain links with other organisations to provide additional support to members such as SNH, Architecture and Design Scotland (A&DS) and Local Authority Urban Design Forum (LAUDF)
- Liaising with the National Public Sector Forum and attending meetings.

5. 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 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

Committee Support and Corresponding 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 and event programming;
- Represent other LIS member views where appropriate;
- Contribute to responses to consultations;
- Support LIS Committee activities with their tasks.

2. REPRESENTATIVE MEMBERS AT LI

Representative members for LIS on LI Council and Committees and Regional Meetings. Activities may include:

- Attend and represent LIS on Council, Standing Committees, ad hoc Committees or ad hoc working groups where appropriate and report back to committee.

3. REPRESENTATIVE MEMBERS ON ADVISORY PANELS

Representative members for LIS on Advisory Panels e.g. Urban Design or Design Review Panels, Architecture & Design Scotland, SUDs Working Group and other Organisations. Activities may include:

- 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.

CPD: Skills and Experience gained

All the above activities account for a contribution towards your annual CPD hours with varied experience dependant on type of role undertaken or assistance to other members of the Committee.

- **Management experience in respect of LIS activities, committees, contributing to events, programmes and budgets.**
- **Experience of working solo or with others;**
- **Organisational and administrative skills;**
- **Communication and presentation skills;**
- **Experience of time management skills;**
- **Representational and negotiation skills;**
- **Financial stewardship and management skills;**
- **Events organisational skills;**
- **Social media and Information technology skills;**
- **Contribution to the governance and activities of the LI;**
- **Representational and negotiation skills at every level;**
- **Working with the LI Education Committee and Educational Institutes.**