

## LINI Branch Committee Elections 2015-16

### Description of Roles

#### All Committee Posts:

- *All members of the LINI Branch Committee, through carrying out their roles and attending branch events, have beneficial opportunities for communicating with and meeting other members of the Landscape Institute, LI secretariat, and members of other professions.*
- *Attendance at all LINI Branch Committee meetings is not requisite, as much effective communication is carried out by phone and email, or can be undertaken outside the agreed meeting schedule.*
- *All LINI Branch Committee members collaborate jointly on the preparation of the annual Branch Action Plan (proposing and scheduling activities and events etc).*
- *Generally, all LINI Branch Committee members jointly collaborate in undertaking and fulfilling all of the activities of the Branch. All LINI Committee are able to highlight matters of relevance experienced in practice, or brought to their attention by other members, and propose action accordingly.*
- *Expenses resulting from undertaking LINI Branch Committee roles are reimbursed by LINI.*

#### Branch Honorary Officer roles:

##### **LINI Chair:**

The role of LINI Chair represents Chartered Landscape Architects, the Landscape Institute, and the profession of landscape architecture in Northern Ireland, acting as public spokesperson in accordance with LI guidance. This role brings opportunities for direct contact with other professions and related bodies, Ministers of government departments and Members of the Northern Ireland Assembly (MLAs and their Committees), LINI members and LI Secretariat.

- Provides leadership to LINI members and the LINI Branch Committee, with referral to LI Secretariat for guidance as required.
- Chairs LINI Branch Committee meetings. Reports to LINI Branch Committee on LI Secretariat matters.

##### **LINI Honorary Secretary:**

There are several distinct roles of LINI Honorary Secretary. These roles may be delegated to other members of the LINI Branch Committee as appropriate.

- Administration for the LINI Branch Committee: any necessary preparations and communications to LINI Branch Committee members, relating to LINI Branch Committee meetings and the annual LINI AGM (also including filing of all approved minutes with LI secretariat). Referral to LI Secretariat for guidance as required.
- Collaborative management of branch email accounts
- Preparation of communications to members from LINI Branch Committee as required (eg. LINI newsletter).

##### **LINI Honorary Treasurer**

- Maintains overview of Branch's financial affairs and viability, and briefs LINI Branch Committee regarding status of branch's financial resources. Ensures that LINI Branch resources are used exclusively according to the LI Branch Constitution.
- Coordinates preparation of annual Branch Budget, relating to the annual Branch Action Plan prepared by the LINI Branch Committee
- Prepares and submits annual financial report to LI Secretariat, and coordinates with LI Secretariat to ensure LINI Branch expenditure follows LI accounting procedures and controls for all branches.
- Formally presents LINI Annual Accounts to the Branch AGM, highlighting key matters.

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## **LINI Branch Committee Elections 2014-15 Description of Roles**

### **LINI Branch Representative to LI Advisory Council**

- Represents LINI Branch on the LI Advisory Council (3 meetings per year, usually in London, with expenses paid for by LI): a means to find out what the LI is really about...! Brings the opportunity to communicate with and meet LI members from other branches, key members of the Landscape Institute, and the LI Secretariat.
- Reports to LINI Branch Committee on LI Advisory Council matters

### **Non Honorary roles:**

#### **LINI Public Sector Representative**

Provides insight and experience to the LINI Branch Committee relating to landscape architecture issues in the Public Sector, and often their relation to Government policy and programmes.

#### **LINI Education Representative**

- Coordinates LINI representation at schools careers and student events across Northern Ireland
- Seeks means to deliver landscape architectural education in Northern Ireland, either at one of the Universities or the Regional Colleges
- Also involved in the coordination of CPD events, and as contact to student and P2C members

#### **LINI CIGNI Representative**

- LINI pays membership to CIGNI (Construction Industry Group Northern Ireland). The LINI CIGNI Representative represents the LINI Branch on the Board of the CIGNI Professional College (on which all built environment professions are represented) and reports to the LINI Branch Committee on CIGNI(PC) matters

#### **LINI Student / Licentiate Representative**

Represents student, licentiate and P2C membership at LINI Branch Committee level

#### **LINI CPD / Events Representative**

In Collaboration with all members of the LINI Branch Committee, coordinates LINI events, as per the annually prepared Branch Action Plan.

#### **LINI Communications / Website Coordinator**

- Manages communications to members from the LINI Branch Committee as required (eg. LINI newsletter).
- Manages the LINI website as directed by the LINI Branch Committee and LI guidance.

### **For Information:**

#### **LI Policy Consultant for Northern Ireland (non-LINI Committee):**

- This is not a Committee Position, and is held by Pete Mullin. The Policy Consultant is employed by LI, and is directly responsible to LI Director of Policy. The role of the Policy Consultant is:
  - Identifying and responding to policy consultations and other opportunities for profession, ensuring consistency with other jurisdictions
  - Speaking on behalf of LINI in Policy forums
  - Liaising with LINI representative on LI Policy and Communications Committee.
  - Liaising with LINI branch, reporting to LI Director of Policy and Communications