TERMS OF REFERENCE FOR ADVISORY BOARDS

1. Purpose

The main purpose of the Advisory Board is to provide market insight and intelligence to support Business Planning and alignment to the RICS strategic goals, and to enhance local member engagement.

2. Membership

The Board will be comprised of:

- A Chair
- Up to 7 RICS non-executives (RICS members or non-members)
- An RICS executive member (Country Manager)

Other people may be invited by the Chair to attend all or part of any meeting.

3. Appointments and Terms

Appointments will exclusively be made through a selection process.

The non-executive members will be invited to join by an Appointments Panel made up of the local Chair, the Lead executive and the Country Manager. The Chair will be appointed by an Appointments Panel made up of the World Regional Board Chair (or his/her nominee), the Lead executive and the Country Manager. Appointments are agreed on the basis of a skills matrix and review of the candidates’ CV and motivation letter. Shortlisted candidates will be interviewed by the Appointments Panel prior to their appointment.

Non-executive appointments will be for a three year term. A non-executive member of the Advisory Board may be re-appointed for additional terms (provided the total continuous service on the Board does not exceed 6 years), subject to satisfactory performance as assessed by the Chair for Board members, and by the World Regional Board Chair (or his/her nominee) for the Board Chair.

The Chair and members have the possibility of resigning at any time from their position. When a resignation takes place, the Advisory Board can take the decision to replace or not the vacant position.

The executive member on the Board is to be appointed (and can be removed) by the Regional Managing Director for Europe, Russia and CIS.

4. Chair

In the absence of the appointed Chair in a meeting, the Board members will appoint a Chair for the duration of the meeting.
5. **Quorum**

The quorum necessary for the transaction of business shall be one third of the members of the Board.

6. **Frequency of Meetings**

The Board will meet at least two times per annum or as required by the Chair. Meetings may be held virtually.

7. **Notice of Meeting**

Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of items to be discussed and supporting papers, will be forwarded or notified to each member of the Board, any other person required to attend, no later than five working days before the date of the meeting.

8. **Conduct of Meetings**

Any member of the Board who has a material interest relating to any decision to be made by the Board must declare his interest before the item relating to that decision is discussed and will not be entitled to vote on that decision. The Chair will have the final ruling on whether or not the member is entitled to vote.

9. **Reports**

The Country Manager will support the Board in its tasks and will report on key actions promptly after the meeting.

10. **Duties and responsibilities**

- Maintain a close advisory partnership with the World Regional Board Chair and the Executive.
- Provide market insight and specific knowledge on key topics, and intelligence, to support Business Planning and alignment to the RICS strategic goals, and to enhance local member engagement.
- This can be provided by the Advisory Board, or a sub group of the Board. It may also be effective and efficient to form a small task group when strategic and focussed advice is required.
- Provide market introductions.
- Ensure that local objectives are aligned to the European strategic goals, and that these are communicated and understood by the local membership and other key market stakeholders.
- Engage with non-member stakeholders.
- Ensure collaboration with Professional Groups.
- Ensure clear and transparent communications with other National Advisory Boards.
- Act as regional ambassadors for RICS, with a greater external focus.
- Provide advice and support to the Executive regarding delivery of the business plan.
- Understand the external market and political environment.
- Provide thought leadership.
- Raise the profile of RICS at national level.
- Provide insight and intelligence on potential market opportunities and risks.
- Identify potential partners.
- Open up and facilitate personal networks to advance RICS activities and recognition.
11. **Reporting responsibilities**
   
   Report performance regularly through the RICS Quarterly Performance Report to the superior board.

12. **Delegation of duties**
   
   The Board may delegate any of its duties to sub-panels established by it.

13. **Terms of Reference Review**
   
   The Terms of Reference of the Advisory Board will be reviewed every two years.

14. **Induction**
   
   In order to maintain and improve the quality of RICS, RICS feels it necessary to train members of Advisory Boards in their tasks & responsibilities.

   The induction aims at developing knowledge of the governance models and the different responsibilities that flow from them; increasing confidence in the role as Board member and making members aware of the importance of RICS mission, vision & values.

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*August 2019*