



NIPA Board Chair 2024 to 2027: Nominations and Election Guidance

We are now inviting self-nominations from NIPA members (i.e. members who have paid their 2024/25 subscription on or before Wednesday 06 November 2024) for the role of Board Chair. This would be for appointment to the Board as a Director and as Chair for a fixed three-year term, from 02 December 2024 to 29 November 2027. The term will commence with announcement on 02 December 2024 and attendance at the Board meeting on that date.

Please make your nomination by **17:00 on Friday 08 November 2024** to info@nipa-uk.org.

The nomination should be made by submitting a candidate statement of no longer than two sides of A4 and should address each of the following:

- a. What would your proposals and priorities be for the 3-year term (max 40 words - also to be used in any election communications – see below)?
- b. Why are you applying for this position?
- c. What ideas, perspective and skills would you bring to NIPA and what benefit would these bring to the Board, the Council and to the work and profile of NIPA?
- d. What is your track record of NIPA involvement and commitment?
- e. What discipline, practice or areas of engagement in infrastructure are you most closely associated with and how would this bring diversity and understanding to this leadership role?
- f. What types of infrastructure and policy have you been involved with or have the greatest interest in?
- g. What roles have you undertaken and what learning has this brought you that will inform your delivery, leadership and engagement in the work of NIPA?
- h. Do you hold any appointments or active involvement in any other institutions or membership bodies that would bring additional insight and collaboration to your contribution to NIPA?
- i. Confirmation that you are willing and able to hold a statutory Director appointment and to lead and engage in the Board, contributing to agendas and being a proactive member and participant in the work and activity of NIPA including engaging in the Council, working groups, member and intermediary engagement, and research programmes.
- j. Confirmation that you will have sufficient time to perform the role of NIPA Board Chair, which is estimated as requiring an average time commitment of 15-20% of the working days

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available in each week. See the **Appendix** for more detail on the role and likely time commitment.

- k. Confirmation that you will act in accordance with the guidance below on conduct during any election for the NIPA Board Chair.

Nominees' personal statements must focus on their career, experience, contributions and what they would offer to NIPA and the Board Chair role. They should not include comments on the character and abilities of others, or comments which would adversely affect NIPA's trusted role and reputation.

Nominations, including all nominees' personal statements, will be published on the NIPA website prior to the start of any voting.

David Bartlett (NIPA's appointed accountant) will act as the independent election/returning officer.

Canvassing (i.e. soliciting the votes of NIPA members) is permitted, to the extent of candidates contacting friends and colleagues about their candidacy. However, candidates are not permitted to promote their candidacy using email address lists constructed by NIPA, or via NIPA-related social media sites or pages.

In order to maintain strict neutrality in the election period, nominees may not use, or seek to use, NIPA resources or events to support or promote their candidacy.

Any communications by NIPA relating to the election and nominees will treat all candidates fairly and equally and will list them in alphabetical order by the last name of the candidate.

During the voting period, any existing office holders who are election nominees will continue in their NIPA roles and attend internal and external events. However, candidates should not use these events to further their election campaign.

Each nominee in any election should conduct themselves in the spirit of the competition and should not comment on the character and abilities of other candidates. The Returning Officer is responsible for the good conduct of the election and as such is the sole judge of fact in relation to the management of any election contest.



Appendix - Role and likely time commitment

The Chair of the Board of NIPA acts as an ambassador for all its members and in delivering its purpose to provide a forum for those with an interest in the planning and authorisation of national infrastructure projects in the UK, particularly those brought forward within the framework of the Planning Act 2008. In summary, NIPA -

- advocates and promotes an effective, accountable, efficient, fair and inclusive system for the planning and authorisation of national infrastructure projects and acts as a single voice for those involved in national infrastructure planning and authorisation;
- participates in debate on the practice and the future of national infrastructure planning and acts as a consultee on proposed changes to national infrastructure planning and authorisation regimes, and other relevant consultations; and
- develops, shares and champions best practice, and improves knowledge, skills, understanding and engagement, by providing opportunities for learning and debate about national infrastructure planning.

The Board Chair is a director of NIPA and as such is expected to abide by the responsibilities, behaviours and competencies necessary to hold a statutory directorship.

The Board Chair serves for a three-year term and must be satisfied that they will have the time required to perform and deliver for NIPA in the role to the best of their ability. This is estimated as requiring an average time commitment of 15-20% of the working days available in each week.

As a minimum the Board Chair will be responsible for:

1. the business of the Board, leading on agendas and attending and chairing meetings (normally 8 per annum, both virtual and in person);
2. supporting the organisation and preparation of Council meeting agendas and attendance at Council meetings (normally 4 per annum, both virtual and in person);
3. supporting the Council working groups and Early Years Practitioner (EYP) steering group, and engaging in the delivery of NIPA's research programme;
4. supporting the organisation and preparation of a programme of NIPA events including:
 - a. the Annual Dinner;
 - b. the Annual Awards;
 - c. the Annual Conference;
 - d. the Annual General Meeting;
 - e. *NIPA Matters*; and
 - f. social, networking and learning events;
5. NIPA responses to official consultations and engagement in proposed primary and secondary legislation;



6. engaging with other Board and Council members, and with the wider NIPA membership, in policy and practice initiatives including government departments and The Planning Inspectorate and leading submissions both oral and written; and
7. leading other opportunities and initiatives from time to time and collaborating with other professional organisations and bodies.