

Opportunities on your local Landscape Institute branch committee

The Landscape Institute (LI) has 12 regional branches, with 9 in England and 1 in each of the devolved nations of Northern Ireland, Scotland, and Wales.

Your branch provides membership services, events and support to LI members in your area.

How you can help

Each LI branch is run by a committee of volunteers who assist in the delivery of the LI's objectives at a regional or devolved national level.

All the activities listed below support can support the professional development of committee members. They can enhance your communication, administrative and organisational skills and contribute to CPD your objectives.

Committee posts and activities

Each branch is required to elect a chair, secretary, treasurer and branch representative, as well as a number of general committee members.

Chair

The branch chair is responsible for arranging, chairing and running the branch committee and representing the Branch as appropriate. Activities may include:

- Preparing branch committee agendas
- Ensuring all committee members are conversant with their role and duties and carry them out effectively
- Studying and becoming familiar with the LI Constitution, governance, delegated authorities, aims and objectives
- Representing LI interests within the region
- Promoting involvement of members in branch committee activities
- Ensuring a range of quality CPD events are provided throughout the year across the region
- Introducing speakers at events when applicable, chairing any associated debate and ensuring appropriate thanks is made to speakers or associated sponsors
- Ensuring draft programme and budget bids are submitted to LI
- Ensuring appropriate arrangements are made in respect of any student award schemes
- Ensuring procedures and actions are carried out in respect of any branch activities, such as arranging competitions
- Leading in the preparation of literature, videos or other media for the purpose of informing others, from local schools to professional organisations, of the role of a landscape architect

- Liaising with local government, other professional organisations, local authorities, and non-departmental organisations to promote the LI and the landscape profession as appropriate
- Obtaining sponsorship of events where desirable and possible
- Ensuring the arrangement, content and election process is in place for the branch Annual General Meeting (AGM)
- Providing assistance, as the immediate past chair, to the new holder of this the post, together with advice to any other newly appointed branch post holders
- Preparing and presenting a short report to the branch AGM

Skills and experience gained from this post:

- *Management experience in respect of LI 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*
- *Making a positive contribution to enhancing the image of the profession and landscape profession generally*
- *Enhanced CV and professional profile and contribution to CPD*

Treasurer

The treasurer is responsible for branch finances. Activities may include:

- With the chair, authorising potential costs for events, taking account of current budget
- Authorising expenditure for purchases, fees, reimbursement of expenses, or financial contributions within budget and associated with the running of the branch
- Receiving and validating invoices for payment and effecting payment through the established procedures operated by LI
- Organising the collection of attendee payments at events, and deposit these takings into the branch account
- Raising invoices and ensuring payments and any other income is placed into the branch account
- Preparing and presenting monthly financial reports at the Branch Committee
- Advising on budget forecasts and contributing to any decisions regarding event or other expenditure
- Preparing and presenting the branch annual accounts

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 liaising with LI on financial procedures and their implementation*
- *Experience of governance and operation of branch*
- *Making a positive contribution to LI and landscape profession generally*
- *Enhanced CV and professional profile and contribution to CPD*

Secretary

The secretary is responsible for the general organisation and administration of the branch.

Activities may include:

- Issuing, on behalf of the chair, convening notices for branch committee meetings, the AGM and any ad-hoc meetings held during the year
- Preparing minutes and action points of branch committee and other meetings held throughout the year
- Circulating meeting agendas and minutes to the branch committee
- Receiving correspondence and distributing to appropriate committee member(s)
- Composing and dispatching communications as directed, or distributing those created by other branch committee members in line with LI rules and procedures
- Contributing to the formulation of policy or programmes discussed at branch committee
- Raising at branch committee any points that may have arisen from general correspondence received
- Studying and becoming familiar with the governance and procedures of the LI and liaising with the LI staff team as appropriate
- Preparing and presenting a short report at the branch AGM

Skills and experience gained from this post:

- *Administration and organisational skills*
- *Experience of governance and operation of branch*
- *Experience of calling meetings, preparation of agenda, taking and circulating minutes*
- *Time management skills*
- *Experience of networking and the development of contacts*
- *Communication and presentation skills*
- *Making a positive contribution to LI and landscape profession generally*
- *Enhanced CV and professional profile and contribution to CPD*

Branch representative

The branch representative is responsible for representing the branch (the region rather than the committee) on the LI Advisory Council to ensure the region covered by the branch is represented and contributes to the strategy of the LI. Activities include:

- Sitting on Advisory Council to offer a regional perspective relating to strategic issues
- Reporting back to the branch committee on the non-confidential output of Advisory Council meetings
- Having a good grasp of regional issues relating to the areas which will be discussed at Council (one channel for this could be consultation with the branch committee)
- Contributing to and supporting to the administration and management of the branch programme alongside other committee members, including raising any operation issues with the LI staff team

Skills and experience gained from this post:

- *Contribution to the governance and activities of the LI*
- *Representational and negotiation skills at every level, from local to government*
- *Making a positive contribution to enhancing the image of the profession and landscape generally*

- *Communication and presentation skills*
- *Experience of governance and operation of branch*
- *Experience of networking and the development of contacts*
- *Enhanced CV and professional profile and contribution to CPD*

Branch committee members

General committee members assist in the running of the branch. Activities may include:

- Attendance at Branch Committee
- Contribution to topics such as budget and event programming
- Representing other branch member views where appropriate
- Organising or assisting in organising branch events
- Attendance at conferences, exhibitions and careers conventions to assist the designated officer
- Contributing responses to consultations
- Supporting branch committee activities and post holders with their tasks
- Supporting other branch projects and activities as appropriate

Skills and experience gained from this post:

- *Varied experience dependant on type of projects undertaken or assistance to other members of the branch committee*
- *Experience of governance and operation of branch*
- *Communication and presentation skills*
- *Organisation and management experience when involved with projects*
- *Contribution to annual event programme and budget*
- *Making a positive contribution to LI and landscape profession generally*
- *Enhanced CV and professional profile and contribution to CPD*

Student representative on branch committee

(Note: This role is only available in regions where there is at least one educational institution offering an LI-accredited course.)

The student representative represents the views of student members in the region to inform the branch 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 branch events or make contributions to the LI generally

Skills and experience gained from this post:

- *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*
- *Making a positive contribution to LI and landscape profession generally*
- *Enhanced CV and professional profile and contribute to personal development*

General

Those that have been involved with branch committees have often commented that the experience has been valuable, allowing them to raise their profile and get 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 your local branch chair or secretary. [*Find your local branch.*](#)