



# RIAS

The Royal Incorporation  
of Architects in Scotland

## Conservation Committee Terms of Reference

### Membership

Maximum 12/14 members to include:

Convenor

Chapter Representatives x 6

RIAS Representatives on other key conservation organisations as approved by the Presidents Policy Committee (PPC)

Student Representative

### In attendance:

Secretary

Practice Assistant

Meetings will not require to be strictly quorate, though attendances of fewer than five members must be notified to the President

### Purpose

To advise on Conservation objectives, policy and priorities.

To ensure accurate and timely reporting to Council and effective implementation of Council decisions.

To oversee activities.

### Key Roles and Responsibilities

To formulate RIAS Conservation policy.

To build and maintain beneficial relationships with all key conservation organisations and organisations with a conservation remit external to the incorporation, including government and quasi-governmental community based trusts.

To advise on conservation priorities and promote best practice.

To generally promote and oversee RIAS conservation and sustainability accreditation.

### Functions

Recommend objectives to be pursued by the Incorporation and prepare an annual programme of work.

Ensure the implementation of Council policy, execution of its decisions, and the application of good management.

Carry out such other functions as Council or PPC may delegate to the Conservation Committee from time to time.

### **Authority and Reporting Requirements**

The Committee is subordinate to PPC and Council (on urgent policy issues the Convenor shall confer with the President).

The Committee shall report in writing to each meeting of the PPC and Council, via the PPC.

Any papers on policy matters should be presented to PPC for discussion before being presented to Council.

The Convenor shall liaise with the Depute Secretary and the Secretary as appropriate, when dealing with matters of policy and in the preparation of reports to PPC and/or Council.