

Role Profile –RHA Regional Council Chairperson

About Us

The RHA is a member-led trade association which has been supporting people and businesses in the road transport industry since 1945. We offer a voice for our members to work with governments, policy makers, and local authorities across the UK on the issues most important to them. We campaign on a breadth of priorities including changes to legislation, rising fuel costs, better roadside facilities, and the transition to a Net Zero transport system.

Our 8,500 members range from hauliers to coach and van operators, and we offer them access to technical and professional services to help them comply with industry regulations and assist them in running their businesses efficiently. This also includes a wide range of accredited training programmes to help firms develop their teams and operations. We champion the highest standards in our industry and work hard to be the go-to organisation for driving business on our roads.

The Chairperson Role

As a Regional Council Chairperson, you are responsible for leading the Regional Council meetings in your region whilst ensuring that the Council represents the interests of our members. You need to have the ability to engage with the wider membership and a commitment to allowing voices concerns/views of the membership to be heard. Other key aspects of the role are as follows:-

- to lead the Regional Council meetings, set its agenda and ensure that it is an effective meeting
- to promote a culture of openness and debate
- Lead the approval of guests and the co-opting process
- Liaising with the RHA Membership Director and/or Regional Operations Manager as required
- Approve any spending from the regional social fund (where there is one)
- Managing attendance of Regional Council members at Regional Council meetings in line with the rules of the RHA
- Managing and driving the action log
- Lead on the consideration of new members when the list is received.

The Regional Council Representative Role

The normal role profile for Regional Council Representatives is also applicable to you.

1. Representation

- You must be a member of the RHA as defined in the Articles of Association.

- To act as the primary advocate for RHA members within your designated region.
- Where time permits, use your relationships with local government officials, regulatory bodies, and other relevant stakeholders in your region to represent the industry and RHA Members when requested to do so by the RHA.
- Attend regional council meetings and RHA events to provide input on industry related matters.
- Each Regional Council member shall attend a minimum of four meetings in a year, with the exception of the Scotland & NI members who are expected to attend 3. Failing to meet this minimum attendance will be investigated by the Governance Committee and may be deemed as resignation from the Council.

2. Member Engagement

- Establish and maintain strong relationships with RHA members within the region.
- Listen to members' concerns, needs, and feedback and relay this information back to the Regional Council

3. Local Policies

- Monitor legislative and regulatory developments at regional level that may impact the industry and assess the potential impact on the RHA and its members.

4. Communication

- When requested to by the RHA and where time allows, to serve as a spokesperson for the RHA in your region on topics you feel are within your knowledge, providing media interviews and statements where necessary. The RHA media team will support you with any such requests.
- The Declarations of Interest form at Appendix one must be completed prior to appointment

Key Skills and Requirements

The RHA Regional Council member will demonstrate the following qualities and experience:

- Relevant and current business experience in an organisation
- Knowledge of the haulage industry and/or the coach/van sectors and the key challenges
- Passion for the organisation and the industry
- Commitment to the RHA Code of Conduct (Appendix B)

Duration

Regional Council Members are appointed for an initial term of three years. Appointments are subject to the provisions of the articles of association.

Appendix A – Declarations of Interests Form

Name:

Date appointed to Regional Council member role:

I give notice that I have set out below my interests under the appropriate heading and have put 'none' where I have no such interests.

Please list the dates in which these interests arose and/or ceased

Employment, office, trade, profession or vocation:

Employment, office, trade, profession or vocation of spouse or partner:

Substantial interests in trading companies:

Contracts with the RHA held by self, spouse/partner or any company mentioned above:

Name of any body, charity, association or organisation which operates in the locality of the RHA of which you or your spouse/partner are a member or officer (Do not list those with no specific local connections unless you consider that they are likely to have dealings with the RHA):

Details of any role you hold in any other organisation:

Signed.....

Date.....

Appendix B- Code of Conduct

Status of this Document

This document sets out the minimum expectations regarding the standards of personal behaviours and conduct of all RHA Regional Council members. Every Regional Council member should sign the acknowledgement at the bottom of the document, accepting that they must comply with this Code of Conduct (the Code) whilst they are a Regional Council member of the RHA.

Commitment to the RHA's Vision

Each Regional Council member will ensure that their behaviours and duties reflect the RHA's vision and values. [RHA Values](#)

Regional Council Member Duties

Each Regional Council member will: -

- Ensure that prior to joining the RHA Regional Council and on an ongoing basis that they have disclosed anything to the RHA's National Chairperson and the RHA's Managing Director that may render them unsuitable for the role (including any potential conflict of interests) or that may cause issues for the RHA either immediately or in the future.
- Accept that no remuneration or other benefit in money or money's worth shall be given to them by the RHA in return for their duties undertaken as a Regional Council member.
- Arrive promptly for all meetings and that they will take an active role in discussions.
- Ensure they pay their RHA membership fees when due.
- Be supportive towards any RHA initiatives and where they can that they showcase that support within their own company or companies within which they work.
- That they guide and advise the RHA Regional Council on matters that they are requested to assist with.

Behaviours

The RHA needs to ensure that it's good name and reputation is always upheld by those in positions of responsibility. Therefore, members of the RHA's Regional Councils are requested to display high standards of behaviours when carrying out their responsibilities.

All Regional Council members will commit to the following: -

- To be professional at all times when carrying out any RHA duties.
- To act honestly, in good faith and in the best interests of the RHA.
- To treat others with respect, be civil and courteous at all times.
- To use all due care and diligence in fulfilling their responsibilities and appropriately exercising the powers attached to the position of RHA Regional Council member.
- A Regional Council member must not make improper use of information acquired in their position at the RHA.
- A Regional Council member must not take improper advantage of the position, for example to delay having to pay their membership fees when due.
- A Regional Council member must not allow personal interests, or the interests of any associated person to conflict with the interests of the RHA.

- Except as permitted by the prior written consent of the Board of Directors, a Regional Council member shall not directly or indirectly render any services of a business, commercial or professional nature, to any other person, firm, or corporation, whether for compensation or otherwise, which conflict with the RHA's interests, policies or procedures.
- Confidential information received by a Regional Council member during the exercise of RHA Regional Council duties remains the property of the RHA and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by the Board, or is required by law.
- A Regional Council member will not use their position to bully, abuse, victimise, harass or unlawfully discriminate against others.

Social Media and Emails

A Regional Council member must always ensure emails sent regarding RHA matters are professional, respectful and polite in their manner.

When posting on social media about RHA matters, the Regional Council member must not:-

- compromise the RHA, disclose confidential or sensitive data
- damage the RHA's reputation or brand
- breach laws on copyright or data protection
- contain content that is of a libellous or defamatory nature (for example criticism of other operators or individuals which might bring the RHA into disrepute)
- engage in bullying or harassment or inappropriate behaviour
- contain illegal, inappropriate or offensive content
- use the RHA's name or reputation to promote any other product or any political opinions.

Fraternisation

Whilst Regional Council members are encouraged to be friendly towards external RHA stakeholders and RHA employees, it is important that they do not cross the professional boundaries. Regional Council members should always maintain professionalism and should not become overfamiliar or fraternise with RHA employees, members or any stakeholders in a way that may be seen to disrupt the operations or reputation of the RHA.

GDPR

Regional Council members should only access personal data if they need it for the work they do in their role as a Regional Council member for or on behalf of the RHA and only if authorised to do so. They should only use the data for the specified lawful purpose for which it was obtained. Should a breach of personal data occur and if the breach is likely to result in a risk to the rights and freedoms of individuals, then we must notify the Information Commissioner's Office within 72 hours. If a Regional Council member is aware of a data breach they must contact the Data Protection Officer, Sue Snell, immediately and keep any evidence, you have in relation to the breach. Sue Snell can be contacted on 01733 261131 or via gdprequiries@rha.uk.net

Regional Council members should ask for help from the Data Protection Officer if they are unsure about data protection or if they notice any areas of data protection or security that the RHA can improve upon.

Breaches of this Code of Conduct

A Regional Council member has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code. All RHA Regional Council members have a duty to hold each other to account regarding this Code.

The Regional Councils may receive and consider allegations against members for any breaches of the RHA Code of Conduct. If, upon enquiry, such allegations are deemed to be valid then the Regional Council Chairperson shall refer the matter to the Governance Committee of the Board of Directors who may determine that a letter of warning be sent to the offending Member, requiring that the conduct cease and, if appropriate, restitution made to the aggrieved party. If this should produce no beneficial result within a reasonable time, the Chair of the Regional Council may refer the matter back to the Governance Committee who may then refer the matter to the Board of Directors who can vote on whether the Member be expelled from Membership. The RHA National Chairperson will sit out of such votes.

Should the Member concerned appeal against expulsion, the RHA National Chairperson will consider the appeal and at their entire discretion, reinstate the member or confirm the expulsion.

I **(SIGN AND PRINT NAME)**
agree to the above Code of Conduct on **(INSERT DATE)**