

FELLOWSHIP COUNCILLOR ROLE DESCRIPTION

(Approved in 2020)

1. Introduction

Through our ideas, research and a 30,000 strong Fellowship, the RSA is a global community of proactive problem solvers. We share powerful ideas, carry out cutting-edge research and build networks and opportunities for people to collaborate, influence and demonstrate practical solutions to realise change.

Fellowship Councillors are at the heart of the RSA and play a key role in ensuring that the Fellowship’s voice is heard. They provide a vital link and conduit between staff co-ordinating the RSA programmes and other core work, and the Fellows who are dispersed across the world and who are invaluable participants.

The purpose of Fellowship Council is three-fold to:

1. **Lead Activity** for Fellows, making connections between them, forming networks and being a key conduit to the work that the RSA is undertaking.
2. **Consult on and support** core RSA programmes
3. **Represent Fellows** acting as a key consultation forum for the strategy and ideas developed by Trustees and staff

There are two types of Fellowship Councillor: Area Councillors and Programme Councillors. The term of a Fellowship Councillor is two years and it is possible to stand for election for one additional two-year term.

All Fellowship Councillors commit to attending an induction meeting and four full Council meetings per year, two of which are online via Zoom and two of which are in person at RSA House. There may also be additional online meetings to support with specific projects/ programmes. All expenses will be covered; for international councillors the RSA will support their attendance at RSA House at one meeting.

2. Why join the Fellowship Council?

Fellowship Councillors make a very valuable contribution to the RSA as volunteers. As a Fellowship Councillor you can:

- Put your skills and experience to use to make a lasting difference to an organisation you care about
- Support other Fellows to make an impact through their projects
- Lead stimulating and rewarding events and activities locally/ relating to a specific programme
- Contribute to what’s happening in your geographic area or area of knowledge
- Learn more about the RSA and the work we do
- Be part of a core community of Fellows who influence RSA Fellowship activities and engagement
- Work and network with interesting people from diverse backgrounds
- Enhance your transferable skills and broaden your experience

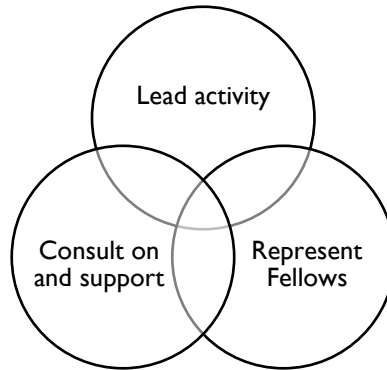
3. How is the Fellowship Council composed?

There are two types of Fellowship Councillor: Area Councillors and Programme Councillors.

	Area Councillors	Programme Councillors
Join by	Election by other Fellows	Selection by a panel
Number on Council	22 There are two Fellowship Councillors elected by our Fellows in Scotland, Wales, Ireland and each of the areas of England (North, Central, South West, South East and London). Six Councillors	12 Programme Councillors are selected in accordance to the contribution they can make to RSA programmes of work. This could be as thematic experts or practitioners, or as specialists in

	are elected to represent the Global regions, with two representing respectively RSA US and RSA Oceania and two representing the rest of the world.	supporting the development of Fellowship engagement in those programmes.
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4. What does the Fellowship Council do?



4.1 Lead activity for Fellows

Purpose: We could not run the number and range of activities on offer to Fellows across the world without the support of Fellowship Councillors.

This involves	Support from the RSA includes
Work with Area Managers, RSA Programme Teams, or local network convenors to develop and run events and activities in your area/relating to your link programme	Resources such as: <ul style="list-style-type: none"> • Event set up checklist • Handbook • Event kits as requested • Fellowship team staff handle event communications and booking lists • Local Area report including local Fellowship information • Regular communication/ area catch ups with Area Managers • Offer to be part of a community of practice of activity leads and network convenors to share good practice, tools and inspiration
Collaborate with Area Managers to offer a range of local activity that responds to Fellows’ needs and interests and which is locally relevant	

4.2 Consult on and support core RSA programmes

Purpose: We need Programme Fellowship Councillors to act as supportive ‘critical friends’ to ensure Fellowship engagement opportunities are designed right from the early stages of our programmes of work.

This involves	Support from the RSA includes
Work with RSA staff and programme teams to co-design Fellowship engagement within the programme, or to provide feedback on or input into programme content where appropriate	<ul style="list-style-type: none"> • Commitment to keep Fellowship Councillors up to date on programme developments, and actively involve

Hold RSA programmes teams to account in terms of developing a range of opportunities for Fellows to engage in our programmes	Programme Councillors in programme development wherever possible <ul style="list-style-type: none"> • Invitations to work with Programme teams to co-design Fellowship engagement strategy and activities in specific programmes
The RSA may bring strategic projects to the Council for feedback	

4.3 Represent the views of Fellows, being a key conduit between Fellows and the work that the RSA is undertaking.

Purpose: Fellowship Councillors hold unique knowledge of and relationships with Fellows in geographic areas/thematic networks which is invaluable in ensuring the RSA responds appropriately to Fellows' needs and interests.

This involves	Support from the RSA includes
Play a role in the governance of the RSA as two Fellowship Councillors (Chair + one other) are elected to the Trustee Board	<ul style="list-style-type: none"> • Provided a data sharing agreement has been signed and consent has been given, the RSA will compile and share data on local Fellows, including emails, job titles and interests • Induction training in safe handling of data in accordance with GDPR • Providing an RSA email address for each Fellowship Councillor to email individuals or small groups of Fellows • Budget to cover subsistence in order for Councillors to meet with local Fellows in cafes. • Attendance by Executive Team at Fellowship Council Meetings
Meet with Fellows locally at RSA events, online via Zoom, or in the RSA Coffeehouse. This could be as local 'Cup of Change' events, in order to get to know and connect local Fellows	
Pass information about local trends/ Fellowship needs/concerns to the Chair of the Council, who can feed back to Trustees	
Where appropriate, discuss as a Council any key developments being considered or taken forward by staff and trustees	

5. Expectations and experience required

Role expectations	<ul style="list-style-type: none"> • Support the mission and values of the RSA, as outlined in the Fellowship Charter • Be an effective advocate and ambassador for the RSA • Participate actively in the Fellowship Council • Communicate regularly with key contact members of staff • Participate in smaller working groups to advance specific projects as best suits your skills and experience 	
	<table border="1"> <tr> <td> <ul style="list-style-type: none"> • Work closely with staff (the Area/Nation/Global Manager) to collaboratively build local activity • Support the activities of Fellows in their local area being key resource • Understand Fellows' views in their area and feed this knowledge back to the </td> <td> <ul style="list-style-type: none"> • Work closely with programme teams and RSA staff to develop Fellowship engagement opportunities in RSA programmes of work • Support activities of Fellows in their specialist area, including Fellow-led thematic networks where appropriate </td> </tr> </table>	<ul style="list-style-type: none"> • Work closely with staff (the Area/Nation/Global Manager) to collaboratively build local activity • Support the activities of Fellows in their local area being key resource • Understand Fellows' views in their area and feed this knowledge back to the
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	<p>organisation through the Chair of the Fellowship Council.</p>	<ul style="list-style-type: none"> • Understand Fellows' views in their programme area and feed this knowledge back to the organisation as appropriate
<p>Experience required</p>	<ul style="list-style-type: none"> • Familiarity with, and interest in, the work of the RSA; • Experience of a volunteer role; • Experience of at least one of the following (preferably with Fellows): <ul style="list-style-type: none"> ○ Creating successful networks and events; ○ Developing and delivering successful projects; ○ Supporting and developing people; • Good interpersonal, networking and communication skills; • Willingness to dedicate sufficient time to this volunteer role. The expectation is attending four half-day meetings in London and other activities which take a variety of forms, though a typical commitment would be monthly local meetings (usually online and in the evening) and actively supporting (and starting) local groups. 	
	<ul style="list-style-type: none"> • Good local knowledge • Willingness to meet with and provide links between Fellows locally 	<ul style="list-style-type: none"> • Significant experience in a theme relevant to an RSA Programme and/or in engaging people actively in research