



**1 x NAEA Propertymark Member Elected Director
2 x ARLA Propertymark Member Elected Directors
1 - 2 days per month**

Closing Date: 22 March 2024

About Propertymark

Propertymark is the leading professional body for property agents. With 18,000 memberships, our practising agents are helping people to buy, sell and rent their homes every day.

Propertymark launched in February 2017 combining five different associations (ARLA, NAEA, NAVA, ICBA and APIP) under a single brand. This brought together agents from across the sector including lettings, sales, auctioneers, valuers, commercial and inventories.

We set high professional standards for our members through adherence to a Code of Conduct and Rules, accredited and recognised qualifications, industry-leading training programme and mandatory Continuing Professional Development.

We provide guidance, advice and research as well as a comprehensive programme of workshops, conferences and events.

We advocate and lobby on behalf of our members across the UK nations, making us one of the leading industry voices within the property sector and a go to organisation for government on policy issues.

This is an exciting time to be joining the Propertymark Board as we continue to deliver an ambitious strategy that puts members at the heart of all we do.

You can read more on the Board's vision via this link [here](#).

Propertymark Board

The Propertymark Board consists of:

- An Independent Non-Executive Chair
- Three member elected Directors from the sales division
- Three member elected Directors from the lettings division
- Two independent Non-Executive Directors

The Board's general responsibility is to agree the strategic direction, purpose and culture of the organisation; uphold and adhere to the highest standards of governance; set the priorities and objectives; scrutinise the performance and hold the Management Team to account for delivery against those objectives; actively manage risk and ensure the long-term sustainability of the organisation.

The Board is predominately made up of practitioners, the Non-Executive Directors compliment their skills by bringing an independent perspective to the Board and a different range of business acumen and experience.

Duties of the Member Elected Director:

- Promote the long-term sustainable success of the organisation, generating value for members and contributing to wider society.
- Contribute to setting the overall strategy, purpose and culture of the organisation.
- Work collaboratively with the Board to set the priorities, goals and objectives and secure the financial health of the organisation.

- Ensure the Board of Directors uphold the highest standards of corporate governance.
- Monitor performance against the agreed strategy and objectives through receiving and, where appropriate, challenging reports and proposals from the Senior Management Team.
- Monitor financial performance against the agreed budget and ensure appropriate audit and statutory reporting requirements are met.
- Actively manage risk and controls.
- Ensure the organisation has the resources to deliver its aims.
- Work with advisory groups and stakeholders to achieve the best outcomes for Propertymark.

Member Elected Director Vacancies

Propertymark is seeking to appoint three Member Elected Directors, one from the estate agent's division NAEA Propertymark and two from the letting agent's division, ARLA Propertymark to assume their positions in June 2024.

Skills and Experience

- Candidates must be a current member with significant practitioner experience within the relevant Propertymark discipline.
- Experience of operating at a senior strategic level, whether in an executive or non-executive role.
- The ability to engage in a constructive manner, make challenges and add value to discussions.
- Able to motivate and collaborate with members of Board and the Management Team.
- A sound and well-developed appreciation of governance and risk management.
- Highly developed communication, influencing and interpersonal skills.
- Sound judgement as well as a high level of integrity that inspires confidence, trust and respect.
- Ability to represent and promote Propertymark and its work effectively outside the organisation.
- A demonstrable commitment to equality and diversity.

The Financial Reporting Council have produced a document entitled 'Guidance on Board Effectiveness' which is a detailed document on the role of a Director and how boards can carry out their role most effectively. The link can be found [here](#).

Time Commitment

The role requires 1-2 days per month which includes preparation and attendance at Board meetings and sub-committee meetings. Additionally, attendance at the AGM and any other relevant conferences is expected.

Board and sub-committee meetings may take place virtually, at our main Head Office in Warwick or at our London Office.

Remuneration

This appointment is not remunerated. This is currently being independently reviewed however, this review is no guarantee that the role will be remunerated in the future. All reasonable travel expenses will be paid.

Term of Appointment

Appointments are for a four-year term.

Eligibility

Candidates must be a current member of Propertymark to be eligible to apply.

Conflicts of Interest

Member Elected Directors should avoid any conflict between their personal and professional interests and those of the organisation and must declare any known interests where there may be conflicts.

Application Process

To express an interest in the role please send:

- A **CV** detailing your employment history and any appointments or offices you hold.
- A **supporting statement** demonstrating the particular value you will bring to the role and how you meet the criteria.

The closing date is **22 March 2024**.

Please send your CV and supporting documents to

mtsang-wetherald@propertymark.co.uk

Following an initial sift, candidates will be invited to participate in a formal interview during an Assessment Day on either **15 or 18 April 2024**. This will enable Propertymark to ascertain their skills and eligibility for the role. The day will also provide candidates with an opportunity to hear more about the expectations of the role and to understand the legal responsibilities of a director and the commitment required.

Unfortunately, due to the anticipated number of applicants for this role, we are unable to provide feedback to those not successful at shortlist stage. Candidates who are shortlisted and attend an interview will be offered verbal feedback from a member of the interview panel.

The Propertymark Non-Executive Chair, CEO and a Propertymark Director will form the panel assessing the candidates.

Following comprehensive due diligence checks, successful candidates from the Assessment Day will move forward to a member ballot where all eligible members can vote. On election, successful candidates will take on the role following the AGM on 28 June 2024.