

# REGULATORY BOARD MEMBER

## ROLE PROFILE

<b>Job title</b>	<b>Regulatory Board Member</b>
<b>Department</b>	<b>Regulatory Team</b>
<b>Office location</b>	<b>Arbon House, 6 Tournament Court, Warwick, CV34 6LG</b>
<b>Term</b>	<b>Three years</b>
<b>Reporting to</b>	<b>Chair of the Regulatory Board</b>
<b>Remuneration</b>	<b>£650 per day</b>

## PURPOSE

This role offers the opportunity to contribute to independent regulation, uphold professional standards, and protect the public interest in a high-profile, governance-focused setting.

The Regulatory Board operates independently of the Company Board to ensure that professional standards, rules, and regulatory processes place the public interest first. As a member of the Regulatory Board, you will contribute to the oversight, development, and delivery of regulatory policy, standards, and procedures, ensuring independence, fairness, and accountability in line with the Company's Articles of Association.

To carry on and conduct in the public interest the functions of a professional body representing members of the property sector in the United Kingdom.

### Main Duties and Responsibilities:

#### Public Interest and Independence

- Ensure all Regulatory Board decisions uphold the public interest, particularly in relation to regulatory independence.
- Monitor changes in legislation, regulation, and policy, advising on potential impacts.
- Safeguard the independence of the regulatory function and avoid conflicts of interest.

#### Regulatory Oversight

- Contribute to the formulation, review, and maintenance of:
  - Admission requirements for Propertymark membership and ongoing practice.
  - Professional conduct, technical, and ethical standards.
  - Regulatory, disciplinary, and sanctions policies and procedures.
- Monitor regulatory processes to ensure they are fair, transparent, and in the public interest.
- Support the development and promotion of a positive ethical culture across the Company and its membership.

#### Governance and Decision-Making

- Participate actively in meetings of the Regulatory Board, ensuring effective oversight and decision-making.
- Review and approve guidance, rules, and policy documents, including responses to consultations.
- Oversee the appointment, monitoring, and performance management of the Disciplinary, Appeal, and Fitness Panels members.
- Provide advice and recommendations to the Propertymark Board on matters within the Regulatory Board's remit.
- Contribute to the production of reports for the Propertymark Board.

#### Resources and Accountability

- Assist in identifying and recommending resources, including financial, required to discharge the Regulatory Board's responsibilities.

- Contribute to discussions on the level of fees and charges payable in relation to regulatory functions.
- Support the Chair in ensuring the Regulatory Board remains accountable to the Propertymark Board while retaining regulatory independence.

## Terms of Appointment

- **Tenure:** Typically, 3 years, with potential for renewal subject to performance and Board needs.
- **Commitment:**
- Attendance at **least two Regulatory Board meetings per year**, with additional preparation and participation in Committees, sub-groups or consultations as required (estimated commitment up to 6 days a year).
- Commitment to review papers in advance, contribute actively in discussions, and support decisions between meetings where necessary.
- Attendance at training or briefing sessions to remain up to date on relevant regulatory developments.

## Accountability

- Regulatory Board Members are accountable to the Chair of the Regulatory Board.
- Collectively, the Regulatory Board is accountable to the Chair of the Propertymark Board, while retaining independence in regulatory matters.

## SKILLS/EXPERIENCE

### Essential

- **Independence:** Must not hold a role that compromises regulatory independence.
- **Experience:** Demonstrated experience in regulation, governance, compliance, legal or ethical/professional standards.
- **Judgement:** Strong ability to evaluate complex issues objectively and make fair, evidence-based decisions.
- **Commitment to Public Interest:** Clear understanding of and commitment to acting in the public interest above commercial, personal or sectional interests.
- **Integrity and Ethics:** High personal and professional standards with a proven commitment to ethical conduct.
- Understanding of and commitment to equality, diversity, and inclusion in a regulatory or professional setting.
- **Collaborative Skills:** Ability to work effectively as part of a diverse Board, providing constructive challenge and support.

### Desirable

- Experience in disciplinary, complaints, or tribunal processes.
- Knowledge of professional regulation, and sector-specific regulation and policy (e.g., property, legal, financial services).
- Previous experience as a non-executive director or trustee.