

NOTTINGHAM BID - BOARD OF DIRECTORS

Chair Role & Responsibilities

Purpose:

The Chair is one of the most important officers in any not-for-profit organisation. In short, the primary function of the Chair is to ensure that the board operates in a manner that is conducive to the achievement of the strategic outcomes and purposes of the organisation. This requires the Chair to play an active role in promoting a positive board culture.

A BID Chair is a voluntary position with no remuneration offered.

Responsibilities:

In addition to those duties and responsibilities listed in the BID Board Member Job Description, the BID Board Chair shall:

- Broadly, the primary responsibilities of the Chair are to preside over board meetings and ensure that board business is managed efficiently and effectively.
- Managing the board recruitment and induction processes.
- To communicate, both internally and externally, the culture and philosophy of the organisation.
- Moderating board meetings to ensure that they are constructive, efficient, and respectful.
- Promoting the development of a positive board culture.
- Maintaining a good working relationship with the Chief Executive Officer (CEO) and the Management Team.
- Helping to devise and implement a board succession plan.
- Reviewing the performance of board members

Term:

The term of a Chair is one year. The Chair can stand for re-election each year at the annual AGM. A director can hold the position of Chair for a maximum of 6 years.

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Director Role & Responsibilities

Purpose:

The BID board's purpose is to oversee the strategic direction of the BID, ensuring projects as outlined in the Business Plan are delivered within budget to meet the needs of the BID levy paying businesses and making certain the BID performs its role effectively, transparently, and fairly.

A BID director is a voluntary position with no remuneration offered.

Responsibilities:

- To uphold the vision and objectives of the BID
- To provide governance to the BID
- To ensure the BID company meets all its financial, legal and employment responsibilities
- To ensure the Articles of Association are complied with
- To ensure that the BID levy is collected as set out in the Business Plan
- To ensure that the projects in the Nottingham BID Business Plan are delivered effectively
- To manage the renewal ballot at the end of each term
- To be a positive influence at Board meetings, communicating well with fellow Directors and acting as an ambassador for the company and the BID area when any such opportunities arise.
- To make decisions based on the evidence presented to them to benefit all the levy payers and be prepared and able to defend their actions if challenged by BID levy paying businesses, the public or the media.

Expectations:

- The Board is committed to meeting once a month, with meetings anticipated to last no more than two hours.
- It is expected that, by committing to being a Director, each person will endeavor to attend every Board meeting in order to allow key decisions to be made efficiently. Should a Director miss three consecutive Board Meetings or attend fewer than 75% of Board Meetings in any one year, they may be removed from the board, subject to board agreement.
- Directors are also required to support BID Project Executives in delivering specific projects, usually in an area where they have particular interest or expertise (e.g. marketing; finance, events,) and will keep the main Board informed on progress. Any projects which fall outside the scope of the Business Plan must be discussed and agreed by the Board before decisions are made.

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- Directors should be able to offer a minimum of one day per month to the BID on average, the time typically being used for reviewing information, carrying out investigation, overseeing projects and attending meetings. Some months may be busier than others, especially for major projects or when key decisions need to be made. Whilst most meetings will be held during the day, Directors should ideally be able to attend some evening meetings if required.
- Directors need to be contactable and, in a position, to make decisions outside meetings as required from time to time.

Term:

The term of a director is one year. Directors can stand for re-election each year at the annual AGM. Directors can stand for a maximum of 11 years.

If a board member's role changes and is no longer relevant to being a director of Nottingham BID, the board may ask the director to resign from the company.

Accountability:

Accountable to ensure the Articles of Association of the Nottingham BID Company are complied with.

All Board Directors are required to satisfy the criteria as laid out in Part 10 of the Companies Act 2006, particularly, sections 154 to 180.

These can be found at www.opsi.gov.uk/acts/acts2006/ukpga_20060046_en_13