

Nottingham BID Director Roles & Responsibilities



Purpose:

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

A Director is a voluntary position with no remuneration offered.

Responsibilities:

- To uphold the vision and objectives of It's in Nottingham.
- To provide governance to It's in Nottingham.
- To ensure the company meets all its financial, legal and employment responsibilities.
- To ensure the Articles of Association are complied with.
- To ensure that the levy is collected as set out in the Business Plan.
- To ensure that the projects in the It's in Nottingham 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 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 endeavour to attend every Board meeting 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 Project Executives in delivering specific projects, usually in an area where they have a 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.
- Directors should be able to offer a minimum of one day per month on average, the time typically being used for reviewing information, carrying out investigations, 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.

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 It's in Nottingham 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