Totally Stockport BID Company

Board Director

Role Description

1. Role Summary

The board of directors provides the strategic oversight and direction of the Company and is responsible for ensuring that the BID levy funds are properly invested in accordance with the agreed BID business plan. Its purpose is to oversee the delivery of the business plan, projects, general promotion and the efficient running of the Company.

2. Main Duties & Responsibilities

a) Attendance at monthly board meetings and review of all papers submitted in preparation. Directors will be deemed to have resigned if they are not in attendance for three consecutive board meetings, except if with good reason.

b) Formation and oversight of BID policies and procedures to ensure the smooth, efficient and transparent running of the Company.

c) Willingness and ability to direct the BID affairs in line with the broad areas set out in the BID proposal.

d) Ensuring that the activities of the BID are not prejudiced or biased towards the interests of one section of the BID membership over another.

e) Scrutiny of the organization's financial position, as well as ensuring that the Company's annual accounts are in order and submitted on time.

f) Oversight of the staff team including the setting of any performance related indicators and receipt of reports.

g) Willingness to join Working Groups. Stockport BID requires that at least one director is present at each Working group.

h) Assistance in processes such as recruitment of staff and procurement of those services that have a cost over an agreed threshold.

i) Championing the activities of the BID by communication and outreach to other BID levy payers.

2.1 The formal duties of directors are found in the Companies Act 2006

a) To act within objectives and powers.

b) To promote the success of the Company.

c) To exercise independent judgment.

d) To exercise reasonable care, skill and diligence.

e) To avoid conflicts of interest.

f) To not to accept benefits from third parties.

g) To declare interest in proposed transactions or arrangements The Conflict of Interest

Policy is to be noted.

3. **Person Specification**

a) **Integrity**

Board members must be trustworthy and conscientious and act and speak with consistency and honesty. Directors accept the principal of collective responsibility in respect of all decisions made.

b) Accountability

Board members accept responsibility for their functions and for their actions. Board members remain independent and objective, while remaining dedicated to serving as a representative of the Company.

c) **Reliability and Commitment**

Board members faithfully attend board and committee meetings (if applicable) and other events. Board members do their homework and come to meetings informed and ready to discuss agenda items. Board members maintain a personal commitment to the Company's Business Plan.

d) Enthusiasm

Board members are eager to learn, willing to be team players and energetic in their service.

e) **Communication**

Board members give and receive information with clarity, attentiveness, understanding and perception.

f) Knowledge

Board members know the Company's Business Plan and understand how its program and services support the Company's strategic plan.

g) **Diplomacy**

Board members represent the best interest of the Company and mediate appropriately between the Company and the community it serves.

h) Focus

Board members direct the Company towards its goal without getting tied down in details or side tracked by non-critical issues.

i) Judgment

Board members apply common sense, measured reasoning, knowledge and experience to all decision-making/

j) Teamwork

Board members must be able to take corporate responsibility for decisions made and work together positively to achieve the aims of the organisation.

3.1 The skills required on the board are:

a) **Financial -** Currently or recently involved in accountancy or banking and suitably qualified to provide financial oversight;

b) **Legal -** Currently or recently involved in providing legal advice and suitably qualified to do so;

c) Environment and place making

d) Marketing

e) PR

f) Attracting third party funding

g) Digital

3.2 Desirable experience

a) Experience of managing company finances and/or a financial qualification.

b) Experience of strategic partnerships with public bodies.

c) Experience of strategic partnerships with external bodies

It would be helpful, though not essential, if each appointed Board Member brought one or more of these desirable qualities. In any event, Stockport BID Board Members are expected to commit to, and implement the Principles and spirit of the RACE Equality Code 2020.

4**. Candidates must demonstrate the following:**

a) Leadership capability

b) Commitment to and understanding of the standards required for participation in the Nolan Principles, namely, Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.

c) Community interest.

d) That they work for a business that is located within the Stockport Business District boundary and that they either pay a levy or equivalent voluntary contribution to Stockport BID.

e) The ability to devote sufficient time to Stockport BID business, including the time needed to attend and prepare for meetings.

5. **Candidates should be able to demonstrate:**

a) An ability to contribute to Stockport BID's work, particularly through the application of the skills and experience required for the role.

b) The ability to assimilate and analyse information and situations and make strategic decisions based on that information.

c) The ability to work as part of a team and collaboratively with other stakeholders.

d) An ability to understand key legislation and experience of applying this in previous role(s).

e) A commitment to their own personal development and that of others.

f) Business Development experience and network