

## **Morpeth BID**

### **Volunteer Directors- Role Description**

A proposal to create a BID for Morpeth will be put to a ballot on 8 March 2018. We are seeking to recruit by way of election Directors to the Board which will be set up to operate and govern the organisation. Directors should have experience in one or more of the following:

- Developing and operating a town centre business
- financial management
- Health and safety
- Events and planning
- Personnel

**This is an unpaid voluntary position with the expected time commitment of up to 10 hours per month on an unpaid voluntary basis**

### **Appointment for up to 3 years (with the option to re-appoint)**

Morpeth BID is an independent company set up to deliver projects and services that will improve the appearance and safety aspects of the town attract more people spending more time and money.

The company works closely with statutory service providers and ensure that their services (baseline services) meet the standards expected.

The Morpeth BID Steering Board is currently looking to attract interest in up to 9 Director roles for the company who will be responsible for the strategic direction and governance of the of the organisation leading it through and exciting period establishment, service and project delivery.

The recruitment process for Directors is by way of ballot, where you will be able to be nominated ( or nominate yourself) for the role subject to obtaining a seconder and 8 sponsors (subscribers).

Directors will be required to support the BID co-ordinator the delivery programme and business plan implementation

The time required to fulfil the role would be a minimum of 10 hours per month to attend meetings of the BID Board, its Committees and any special purpose groups focusing on town centre improvement projects. This will involve reading reports, minutes and proposals with attendance at 12 Board meetings per year.

Training will be provided to ensure your understanding of the role and responsibilities and leadership responsibilities.

For an informal discussion please contact ? on ?.

**Key tasks:**

Strive to attend all Board meetings and be an active participant in discussions and activity.

Take part in the Board's business in an efficient and effective manner, following principles and guidance set out in the Director's handbook

Attend meetings as a representative of the BID, acting as an ambassador and promoting its work with stakeholders and throughout the community.

Follow appropriate standards of behaviour in line with an agreed code of conduct.

Ensure the impact and outcomes of the work undertaken by Morpeth BID are widely reported, to include an Annual Report and Accounts, highlighting priorities and progress and key issues.

Help to build good relationships in the spirit of partnership with other stakeholders.

Feedback on work to the wider business community through publicity, meetings and events.

Avoid direct conflicts of interest where possible or ensure conflicts are declared in line with the arrangements laid out in the Directors handbook and governance framework.

Work closely with the BID Chair, and BID Co-ordinator to maintain effective working relationships.

Prepare for Board meetings by reading the agenda, minutes and any other papers in advance of the meeting.

Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Fulfil all legal responsibilities as a Company Director.

## **Person specification**

The following attributes are required of the Board:

Experience of organisations that operate for the benefit of the business community or other community groups;

Experience of working with public and/or community organisations;

Experience of building and developing successful partnerships and alliances;

Good judgment and independence of mind.

## **Skills and Abilities**

Strong communication and interpersonal skills, able to liaise effectively with a wide range of stakeholders and audiences.

Ability to work collectively as part of a group.

Ability to engage in constructive debate and dialogue, rather than confrontation.

## **Knowledge and experience**

Experience and knowledge of owning, managing and operating a town centre business

Experience as a member of a management board, committee or senior management team.

A willingness to acquire new knowledge and skills relevant to the role

## **Personal behaviour and style**

Passionate about Morpeth and in helping to create a more successful and vibrant town

A style that motivates people to work together and to deliver their best.

Open to learning and development,

Time and commitment to effectively discharge the responsibilities of the post.

## **Eligibility criteria**

In order to be considered for the role of BID Board Director, you must be aged 18 or older and either:

own or run a business in Morpeth town centre, within the BID Boundary

However, the following exceptions apply:

- People who are the subject of an undischarged bankruptcy restrictions order or interim order.
- Anyone who has been dismissed from paid employment within the last 2 years due to misconduct (without being re-instated) where that dismissal has not been the subject of a finding of unfair dismissal by a tribunal or court.

- Those who have had an earlier term of appointment terminated will not be eligible to rejoin the board without first acquiring approval from the current board to reapply.
- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986;
- Someone who has been or is convicted of a serious criminal offence (in particular any offence involving dishonesty or any other in relation to promotion, formation, management or liquidation of a company).
- Anyone whom the BID Board or Town Team has judged as failing to comply with the BID Code of Conduct and Conflict of Interests guidelines, unless this failure has been resolved to the Board's complete satisfaction.