



Member of the Board of Directors Job Description and Expectations

Purpose:

To utilise one's skills and experience to assist the Board in fulfilling its Terms of Reference in monitoring the business of the organisation and in taking collective decisions.

Common Responsibilities

All Board members share responsibility for decisions taken by the Board and each Board member will, at all times, act in the interests of the organisation and not in any personal capacity or on behalf of any constituency or interest group.

Individual Responsibilities

- Regularly preparing for and attending Board and Committee meetings and participating in discussion and decision-making. Apologies must be sent to the Chair or to the BID Manager where it is not possible to attend meetings. Two meetings missed without apologies will result in the automatic resignation of the Board Member from the Board.
- Participating in the planning and guidance of the work of St Albans BID Ltd, setting objectives and targets and monitoring business performance.
- Agreeing to be a member of a sub-committee of the Board, where appropriate.
- Ensuring that the decisions of the Board or any Committee are in the best interests of St Albans BID Ltd and its service users/potential service users and ensuring, to the best of one's knowledge, that decisions are lawful, constitutional and do not breach regulatory requirements.
- Attending Board review and strategy-setting days and Board training events.
- Abiding by the decisions of the Board and any delegated sub-committees.
- Abiding by the BID Operating Agreement Rules, Memorandum and Articles of St Albans BID Ltd , BID Regulations (England) 2004 and other governing instruments, plus any corporate policies agreed by the organisation.
- Supporting and upholding the mission and values of St Albans BID Ltd at all times

Length of term

Two years, which may be renewed up to a maximum of three consecutive terms, pending approval of the board (and subject to any BID re-affirmation liabilities).

Meetings and time commitment: The board of directors meets quarterly on Thursdays. Meetings typically start at 8am, last 2 hours and are held at various locations to be confirmed in the City Centre.

Sub-committees of the board meet an average of four times per year, pending their respective work commitments and any formal assessment requirements for activities such as Purple Flag.

Board members are provided with Board papers at least a week in advance of any meeting and background papers will be made available on-line at the same time. Board members are expected to allocate time to read all appropriate papers prior to the meeting and to have considered and consulted upon any relevant potential implications for internal policies, should this be a consideration for any organisation that they represent. In this way, Board members will be able to contribute and commit to any collective decision made at the meeting.

Expectations of board members

Attend and participate in meetings on a regular basis, and special events as able.

Be alert to community concerns that can be addressed by St Albans BID Ltd objectives and project work.

Help communicate and promote the aims and aspirations of St Albans BID Ltd, wherever possible.

Become familiar with St Albans BID Ltd finances, budget, and financial/resource needs.

Understand the policies and procedures of St Albans BID Ltd.

Consider in-kind support that could be provided by your organisation to support the aims and aspirations of St Albans BID Ltd.