

Responsibilities of the Newbury BID Directors

The Directors roles are voluntary and there are 7 Directors positions available at any one time. CEO, Chair, Vice Chair, IPC, Finance plus two more at the discretion of the directors.

Responsibilities of the BID Directors:

- Ensure governance procedures of the BID are adhered to.
- To administer the finances of the BID in line with the financial protocols & procedures.
- To ensure Health & Safety compliance
- To monitor and report regularly to levy payers and voluntary contributors on progress.
- To proactively promote the next BID term.

Meeting arrangements and frequency

Directors will meet usually on a monthly basis* throughout the year and usually during normal daytime working hours. It is expected that by committing to be a Director, each person will endeavour to attend every meeting in order to allow key decisions to be made efficiently and quickly. Directors will automatically stand down if 3 meetings in a row are missed or they are found to bring the BID into disrepute.

*By exception within 3 working days in the event of any material incident

Accountability

All Board Directors are required to satisfy the criteria as laid out in Part 10 of the Companies Act 2006, particularly section 154 through to 180. These can be found at

www.opsi.gov.uk/acts/acts2006/ukpga_20060046_en_13

Preferred Attributes of a BID Director

- Ideally the BID Directors will be a positive influence at Directors meetings, communicate well with fellow Directors and act as an ambassador for the company and the BID area when any such opportunities arise.
- They will need to be able to make some difficult decisions based on the evidence presented before them and be in a position to defend their actions when challenged by BID levy paying businesses, the public and the media.
- Experience of working in partnership is desirable but not essential as is knowledge of Newbury's BID area and the businesses and issues within it.

- The need to be contactable and in a position to make decisions outside meetings as and when required.
- The ability to read and understand complex subject matter and comment.
- Able to attend daytime but also evening meetings.

Name:.....

Position being accepted: Director

Sign:.....

Date:.....

NB: outside of the above the CEO will meet with the chair on a weekly basis.