

Canterbury Connected Business Improvement District (BID) Board Member Job Description

December 2014

Role:

- To serve on the BID Board as a Board member in a positive, proactive and collaborative manner, promoting the work of the BID and representing it positively to all external agencies.
- To contribute to the development of BID strategy for the city centre and the ability of the BID to positively influence other decision makers in support of this.
- To ensure that the interests of levy payers are represented professionally and ensuring best value is delivered by all BID activities on their behalf.
- To ensure that the BID operational and financial performance is of the highest standard and that the outcomes of all BID activities are aligned with the agreed Business Plan.
- To act as a 'critical friend' of the BID Executive Team, supporting and challenging when appropriate.

Key Activities:

- Attend Board meetings on a regular basis and participate positively. There are 9 Board meetings and an annual General Meeting each year and it is expected that a Board Member will attend a minimum of 6 meetings. In addition, the BID holds regular networking events and Board Members are expected to attend on a number of occasions each year to ensure that levy payers are able to meet Board members.
- Additionally, Board Members may wish to join a relevant Working Group.
- Board members are also expected to 'represent' their sector if elected to a 'sector position' and their 'area' if they are the designated link for that. This would entail ensuring that before and after Board meetings they gather views and then feedback afterwards.

Board Directors:

A number of Board Members are required to be Company Directors and this will be aligned with the BID Company Mem & Arts. However, Board Membership does not require automatic Director status as it is recognised that this may prove a deterrent to some levy payers.

Length of Service:

It is intended that each board Member serves for a 3 year term, at which time they can nominate themselves for a further term, subject to a ballot if there are other nominations, and that a third of the Board will complete their 3 year term each year.

However, as the BID Board is formed, it is necessary for a third of members to undertake a one year term, another third a two year term and the final third a three year term to establish this cycle. This does not apply to those Board members representing Canterbury City Council, Kent County Council or Canterbury Cathedral who are nominated by their organisations.

Remuneration:

Board members do not receive any remuneration. However, if they are requested to undertake activities on behalf of the BID that incur a cost then this will be agreed in advance and the costs covered by the BID.