

JOB DESCRIPTION: COMPANY DIRECTOR

Reporting To: The Chairman

Voluntary position committing equivalent of around 8 hours per month including approximately six Board meetings per annum. The exact time required each month will vary depending on external and internal factors. The minimum term for a BID Director is three years.

Salisbury BID is particularly keen for its board of directors to reflect Salisbury's diversity and welcomes applications from everyone, regardless of age, gender, ethnicity, sexual orientation, faith or disability.

JOB PURPOSE

A Director is responsible for the long-term success of the BID company.

Directors are expected to:

Provide leadership; be involved in setting the company's strategic aims; ensure the necessary financial and human resources are in place for the company to meet its objectives; and review management performance.

Set the company's values and standards and ensure that its obligations to its members and others are understood and met.

Act in what they consider to be the best interests of the company, consistent with their statutory duties.

In all cases, where a Director acts for Salisbury BID, they do so as a representative of the company, and not in a personal or corporate capacity.

MAIN RESPONSIBILITIES

Ensure the Chief Executive delivers the company's business plan, services and projects, as voted for by Salisbury BID members.

Provide strategic guidance on the development of Salisbury BID.

Present a fair, balanced and understandable assessment of the company's financial position.

Take responsibility for determining the nature and extent of the principal risks it is willing to take in achieving its strategic objectives.

Chairman and Chief Executive Relationship

Maintain a strong, effective and constructive working relationship with the Chairman and Chief Executive, ensuring s/he is accountable for achieving agreed strategic objectives.

Organisational Knowledge

Stay up to date with the organisation and its structure.

Have a basic familiarisation of the organisation's processes and procedures, including legal, financial, human resource, BID legislation and BID renewal cycles.

Oversee sound financial, legal and other compliance processes.

Recruitment and Succession Planning

Identify the recruitment of any potential new board members and the process of identifying candidates to serve as incoming chairperson.

Where appropriate, support the Chief Executive with senior management team recruitment or other related HR procedures.

Stakeholder Liaison and Representation

Act as an ambassador of Salisbury BID, and maintain a relationship with members based on the mutual understanding of objectives.

Ensuring satisfactory dialogue and representation of members' interests

Meeting Attendance

Allocate sufficient time to the company to discharge their responsibilities effectively.

Be available to attend at least six 2 hour board meetings per year, and an annual general meeting.

Be able to contribute time to strategic groups or committees as required by the company.

PERSON SPECIFICATION

Skills, Experience and Personal Qualities

Excellent communication, interpersonal & networking skills; comfortable in an ambassadorial role.

Ability to chair meetings if required, and encourage strategic dialogue and decision making.

Performance management, financial control and organisational planning experience.

Strategic thinker, with strong influencing skills and ability to prioritise competing and broad company issues and opportunities.

Operates with integrity, credibility, tact, diplomacy and respect of confidentiality.

Excellent senior level people management and development experience.

Ability to provide constructive challenge and support.

Proven leadership skills and the ability to work as a cross-sector team member.

Strong interest in and good knowledge of Salisbury City centre.