

The roles and responsibilities of a Bognor Regis BID Director

Business leaders in Bognor Regis have been asked to become Directors of the Business Improvement District (BID) board. This paper explains what the role entails and what the responsibilities are.

Bognor Regis BID Limited is incorporated as a not-for-profit Company Limited by Guarantee and is governed by a Board of volunteer Directors chosen from levy paying businesses in the BID area. The make-up of the Board will be proportionate to and representative of the types and numbers of businesses paying the BID levy. Directors take account of the interests of all levy payers and not just those of their own business sector or geographical area.

The majority of the Board of Directors come from private-sector organisations and the Board is chaired by a private-sector member.

Purpose of the BID Board

The BID board's purpose is to oversee the strategic direction of the BID, ensuring projects as outlined in the Business Plan are delivered within budget to meet the needs of the BID levy paying businesses and making certain the BID performs its role effectively, transparently and fairly.

Responsibilities of a BID Board Director

- To uphold the vision and objectives of the BID
- To ensure the BID company meets all its financial, legal and employment responsibilities
- To ensure the Articles of Association are complied with
- To ensure that the BID levy is collected as set out in the Business Plan
- To ensure that the projects in Bognor Regis BID Business Plan are delivered effectively
- To monitor progress and report regularly to levy payers, members and other stakeholders
- To elect a Chairperson/Vice Chairperson and other officers from among their number
- To manage the renewal ballot at the end of each term

Meeting arrangements

The Board is committed to meeting at least six times per year with meetings anticipated to last no more than two hours, usually during normal working hours. Sub groups may meet more frequently

It is expected that, by committing to being a Director, each person will endeavour to attend every Board meeting in order to allow key decisions to be made efficiently. Should a Director miss three consecutive Board Meetings or attend fewer than 75% of Board Meetings in any one year, they will be removed from the Board.

Directors may also lead one of a number of subgroups set up to deliver specific projects, usually in an area where they have particular interest or expertise (e.g. marketing; finance, events,) and will keep the main Board informed on progress. Any projects which fall outside the scope of the Business Plan must be discussed and agreed by the Board before decisions are made.

Directors should be able to offer a minimum of one day per month to the BID on average, the time typically being used for reviewing information, carrying out investigation, overseeing projects and attending meetings. Some months may be busier than others, especially for major projects or when key decisions need to be made.

Accountability

BID Board Directors are accountable to BID Levy Payers, members of the Bognor Regis BID Company, businesses in the BID area, wider stakeholders and public

Accountable to ensure the Articles of Association of the Bognor Regis BID Company are complied with. This can be found at www.brbid.co.uk or upon request.

All Board Directors are required to satisfy the criteria as laid out in Part 10 of the Companies Act 2006, particularly, sections 154 to 180. These can be found at www.opsi.gov.uk/acts/acts2006/ukpga_20060046_en_13

Attributes of a BID Director

- A BID Director will be a positive influence at Board meetings, communicating well with fellow Directors and acting as an ambassador for the company and the BID area when any such opportunities arise.
- Directors will need to make decisions based on the evidence presented to them to benefit all the levy payers and be prepared and able to defend their actions.
- Experience of working in partnership is desirable but not essential as is a knowledge of the Bognor Regis BID area and the businesses and issues within it
- An ability to listen to opposing views of fellow Directors, BID levy payers and the public
- Directors need to be contactable and in a position to make decisions outside meetings as required from time to time and have the ability to read and understand sometimes complex subject matter, make deductions and comment appropriately.
- Whilst most meetings will be held during the day, Directors should ideally be able to attend some evening meetings if required