

Invitation to stand for the Board of Directors of the Bamford Community Society Ltd

As a member of the Bamford Community Society (BCS) you have the opportunity to become more involved in the strategic direction of Derbyshire's first community owned and operated pub, cafe and post office business by standing for election to the Board of Directors.

Members of the Society Board are normally appointed for three years. However the Society's Rules require that one third of the Directors stand down each year. All retiring Directors are eligible for re-election. For the first two years the Directors to retire will be any one who volunteers and the remainder will be decided by lot.

The maximum number of Directors serving on the Board is set by a general meeting of the Society, with the current maximum number of Directors set at thirteen. We are looking for up to seven energetic and enthusiastic individuals, to join the existing Directors to help shape the future direction of the organisation.

This information pack includes details about how you can become part of the Board and, if this is something you are interested in, should be read in full.

If, after reading this, you would like to apply to become part of the BCS Board of Directors, please complete the application form below and return it by **30th September 2015**:

By email: bcscmpsec@gmail.com

By post: The Anglers Rest, Main Road, Bamford, Hope Valley, S33 0DY, marked FAO The Company Secretary Pam Kenworthy.

Should there be more nominees than places available on the Board, there will be a full election and ballot papers will be issued together with biographies of each candidate. If seven or fewer applications are received then all of the applicants will be automatically elected to the Board. The members are formally notified of the outcome of either process at the AGM.

Application process

To apply to join the Board of Directors please complete the attached form, including gaining the support of **three other members of BCS** who must sign your application form in the section indicated. **Members may only sign to support a maximum of two candidates.**

A list of members, who have agreed to be included on the register of members, is available to view. Please contact Pam Kenworthy (075251232342) to arrange to view if required.

Applicants should produce a biography of no more than two hundred words in support of their nomination. If the number of applications exceeds the number of places available on the Board of Directors these biographies will be distributed to all our members in advance of an election. If there are fewer applications than places available, the biographies in modified form will be made available to members at the AGM. The biographies will also be published on the BCS website following the AGM.

Please note: if you hold a share jointly with others, only **one person** from that group may stand for the Board. Institutional members may also only nominate **one representative** to stand for the Board.

Roles and Responsibilities

The overall job of the board is to provide governance to BCS in the interest of the members. The board will hold the management team to account by ensuring that the budget is met on a monthly basis and that there is a regular review of the business plan to ensure the business plan targets are achieved.

We are hoping to recruit people with a mix of skills and have identified some areas of expertise that would be useful to have represented on the board. However, of greatest importance is that Directors are passionate about the future development of Bamford village and the Community Hub and that they have the time and energy to invest in helping shape the business.

Skills / expertise that would be particularly useful for Board members to hold include:

- Operations management
- Hospitality, retail, café, pub, Post Office or general leisure industry experience
- Fund raising
- People management
- Marketing experience
- Business development
- Financial management
- Estates / building management
- Health & safety knowledge
- Legal expertise

In accordance with the Society Rules the Board will be able to co-opt up to two unelected individuals to the Board should there be any gaps in expertise.

The types of activities that the Board undertakes include:

- Monitoring monthly financial, operational reports and marketing plans from the management team of the Anglers Rest at Board Meetings against the financial forecasts projected in the business plan and taking appropriate decisions where variances occur.
- Feeding back these decisions to the management team during Board Meetings and ensuring board decisions are implemented by the management team.
- Considering business development opportunities and reviewing/updating the business plan regularly.
- Ensuring the organization management structure for the Anglers Rest is fit for purpose and meets future need. Directors will determine the evolving structure and appoint to key management positions as required.
- Liaising with the membership to develop plans for the future refurbishment and improvement of the Community Hub, including seeking capital funding and overseeing their implementation.
- Recruiting and supervising volunteers from the wider community where necessary to support the development of the BCS.
- Planning and delivering the Annual General Meeting.
- Agreeing bonus payments to staff in accordance with the employment contracts issued by the Society.
- Making recommendations to the wider membership of the Society regarding the application of surpluses in accordance with the Rules of the Society.

For an informal discussion about the role and requirements please contact Simon Hill on 01433 650772 or Liz Marshall on 01433 651283

This is an entirely voluntary role.

Level of commitment

It is anticipated that the Board of Directors will meet at least monthly to ensure the continued smooth operation of the business. The board meetings will operate to a fixed agenda and are expected to last around two to three hours.

Meetings are held in general once a month at the Anglers Rest on the second Thursday of the month in the evening.

In addition to the Board there are a number of sub-groups, many of which meet on a monthly basis, which presently include:

- HR
- Marketing
- Governance and compliance
- Finance
- Operations
- Estates including grounds

Director's liability

The BCS is a company registered under the Co-operative & Community Benefit Societies Act 2014 and enjoys limited liability in the same way as companies registered under the Companies Acts. The company is a separate legal entity from the members and directors. As such the directors incur no personal liability for actions undertaken as agents for the company, providing they act in good faith. However, in certain circumstances liability may be imposed by a court of law, for example, if the Directors are found to have knowingly acted wrongfully or fraudulently. We have Directors' and Officers' liability insurance. All debts incurred by the company are the company's liabilities and not directly the legal liabilities of the members or of the directors.

Timetable

30th September 2015 - Closing date for applications for the Board of Directors.

If 7 or fewer applications are received then those applicants will automatically join the Board of Directors.

16th October 2015 - If more than 7 applications are received, a summary of those applications will be circulated to ALL members with instructions for voting for your preferred candidates.

6th November 2015 – Closing date for ballot (if held).

20th November 2015 – notification to members of outcome of election result.

Bamford Community Society Director Nomination Form

Full Name:.....

Membership Number:.....

Address:.....

.....

Contact Telephone Number:.....

Contact Email Address:.....

Date of Birth:.....

Nominated by:

	Name	Signed	Date
1			
2			
3			

Please provide up to 200 words below on your motivations for becoming part of the Board and any skills you think you could bring (especially those listed on page two of this guidance). This information will be published as your Candidate Biography and circulated with ballot papers and / or will be displayed at the AGM and on the BCS website after the AGM. Please continue overleaf if necessary.