



Role Description

Member of Council of Representatives

Role title: Council of Representatives Member

Responsible to: Members of the British Parking Association (BPA)

Key relationships: Council of Representatives, President of the BPA, Chair of the BPA Board, Chief Executive and BPA Senior Staff

Overview of the BPA:

The BPA is a not for profit organisation, representing, promoting and influencing the parking and traffic management profession throughout the UK and Europe.

Our membership of more than 700 organisations and individuals includes local authorities, car park operators, retail parks, healthcare facilities, universities, railway stations, technology providers, trainers and consultants.

We work with our partners to support growth for our communities, improve compliance by those managing and using parking facilities, and encourage fairness for all.

Our Vision: To achieve excellence in parking for all.

Our Mission:

As the recognised authority in parking the BPA is actively representing and promoting the sector by advancing knowledge, raising standards and professionalism, and using its influence for the benefit of all.

Our Values:

“PRIDE in our Profession”

- P** People and Partnerships – We are committed to being a good partner with members, suppliers, other stakeholders and each other; based on trust, openness, empathy and collaborative working
- R** Respect with Responsibility – We treat colleagues, members and stakeholders with mutual respect, recognising the importance of diversity. We are all champions of the BPA and take responsibility for our actions
- I** Integrity and Innovation – We are honest with others and ourselves and ensure we meet the highest ethical standards in all we do. We actively encourage and embrace innovation
- D** Drive and Determination – We are relentless in our pursuit of success. We are determined to initiate and make things happen, to deliver excellence
- E** Encouraging Excellence – We are committed to excellence in everything we do and look to continuously improve our ways of working

Role Purpose: The Council of Representatives role and purpose is to influence the long-term direction of the Association and its mission by giving advice and guidance to the BPA Board. The Council of Representatives will contribute to the strategic aims of the Association ensuring that the Association's values and standards and obligations to its members and others are understood and met.

The membership of the Council of Representatives comes from and represents the major areas of activity and influence within the Association. The Membership Groups will be determined by the BPA Board, with the approval of the Council, from time to time in accordance with Regulation 9.5.

Council of Representatives Role and Duties: In accepting election to the Council of Representatives, members are confirming their willingness to act as an elected representative of a sector of the BPA's membership – this might be sectoral e.g. an Interest Group or a Country or Regional representative. Council of Representatives members are expected to attend meetings of the Council as well as taking an active part in the group (where applicable) representing the sector/region that they represent and participating in other aspects of the BPA's work is appreciated.

Specific Responsibilities:

- Nominate and elect the Chair of the BPA Board and members to the BPA Board who shall take up the role of Directors of the Association
- Provide counsel to the BPA Board on key strategic, professional and policy issues relevant to members of the Association
- Electing the Vice President (and there by the President) of the Association
- The Council of Representatives may, normally on a recommendation from the BPA Board, remove any one member or all of the BPA Board in accordance with agreed procedures
- The Council of Representatives is responsible for all Memorandum, the Articles of Association and the Regulations
- Responsibilities for the calling of an AGM as the composition of the BPA Board

Composition and Terms of Office - see Regulation 10 and Table 2 appended to the Regulations.

As a Council of Representatives member you will be required to:

- Regularly attend meetings of the Council of Representatives (Three per year)
- Establish a dialogue with the members that you are elected to represent so that you can effectively represent their views to the Council of Representatives
- Regularly attend and support meetings of sectoral and regional meetings as appropriate
- Collaborate with Council of Representatives colleagues, especially where more than one representative per college exists
- Be involved in the work of the BPA, including membership of any service board or working group established by the BPA Board
- Whilst on BPA business, members are required to adhere to the Associations policies and procedures as outlined in the Council of Representatives Handbook
- Take an ongoing interest in the work of the Association and have a general awareness of its work and the environment within which it must operate
- Promote the Association with external stakeholders where appropriate
- Where applicable, nurture relationships with members and external stakeholders

Person specification: The BPA welcomes applications from members across all sectors of our diverse membership and from all backgrounds. We particularly welcome applications from individuals within those groups who are currently under-represented within the Association.

Skills, knowledge and experience:

Essential:

- Commitment to the Association aims, ethos and values
- The ability to think and act strategically
- A demonstrable understanding of the duties and responsibilities concerned with governance
- Willingness to devote the necessary time and effort to carrying out the duties of a Council of Representatives member

Desirable: The Council of Representatives consists of up to 40 members and seeks to include individuals with a range of skills and experience. It is therefore desirable that Council of Representatives members should have experience and skills in one or more of the following areas:

- Financial/Accountancy Services
- Legal Services
- Sponsorship/Marketing/PR/Media
- Human Resources
- Corporate Governance
- Strategic Planning
- Training & Development
- Risk Management/Insurance
- Association Experience
- Business Management or Commercial Expertise

Personal criteria:

- Ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately.
- Ability to listen sensitively to the views of others, inside and outside of the Council of Representatives and to gain the trust and respect of members and Council colleagues.
- Ability to seek and obtain full and satisfactory answers within the environment of the Council of Representatives.

Conflicts of Interest: There may be times when Council of Representatives members face a conflict of interest, e.g. having interests in organisations that might wish to provide services to the association, having a financial interest in a matter under discussion, or having a close family member receiving services from the association. Any such conflicts must be declared and the Council of Representatives member will then withdraw from the meeting unless they have been given dispensation to speak. To minimise the risk of conflicts of interest, all meetings offer an opportunity to declare conflicts at the start of each meeting.

Eligibility Criteria: Specific eligibility criteria for an individual role will be explaining in the call for nomination statement, which are sent out before each election.

The membership of each of the service boards are determined by the BPA Board and are subject to periodical review, with the approval of the Council of Representatives, from time to time in accordance with Regulation 9.5.

Term of Office: Three years, with the candidate being eligible for re-election.

Eligibility to hold more than one seat on the Council of Representatives: Council of Representatives members may not apply to hold more than one seat on the Council of Representatives which could lead to a conflict in the representation of members views. For example: Chair of a Region plus a Membership Group seat, regardless of whether the vacancy is for a Chair or a Representative role.

However, an elected Council of Representatives member may apply for a Chair vacancy within the college they are representing should it become vacant. If elected to the Chair position, the Council of Representatives member's term of office will commence from the date of the new appointment. The vacancy created by their election to Chair will then be advertised to the membership.

Change of Employment Mid-Term: Council of Representatives members who change employment mid-term are able to continue in their role as a representative on the Council of Representatives until the end of their term of office as long as the new employer, regardless of the college they are allocated to, is a corporate member of the BPA.

At the end of the term of office, the member, if eligible, will be able to re-stand for election and the electorate will have the opportunity to elect based on which candidate best represents their interests.

Frequency of Meetings: The Council of Representatives meets three times a year. Meetings are normally held in London. Elected members are expected to attend at least 3 out of every 4 consecutive Council of Representatives meetings and serve on at least one service board or group.

Non-Attendance at Council of Representatives Meetings: Elected members that fail to attend two consecutive meetings of the Council of Representatives without showing good cause, (e.g. a long-term illness, etc), may be removed from membership of the Council of Representatives in a recommendation for endorsement by the Council of Representatives.

Council of Representatives members may be eligible to put themselves forward for re-election in the normal way but will need to demonstrate to their electorate that they will be able to commit to represent their interests at future meetings.