



Role Description

Director

- Role title:** Director (member of the BPA Board)
- Responsible to:** Chair of the BPA Board and Members of the British Parking Association
- Key relationships:** BPA Board, BPA Council of Representatives, Chief Executive and BPA Senior Officers

Overview of the British Parking Association

The British Parking Association (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 to achieve our vision of excellence in parking for all.

Any surplus income arising from our work is reinvested back into activities to support our members or put into a reserve fund to ensure we can continue to raise standards and encourage professionalism.

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

With other Directors, in accordance with the Association's objectives, to hold the fiduciary responsibilities exercising all the powers of the Association for current and future members by:

- Ensuring the BPA has a clear mission, vision and strategic direction and is focused upon achieving these
- Ensuring the BPA acts in an effective, responsible and accountable manner and complies with all legal and regulatory requirements
- Ensuring that the BPA continues to be financially secure
- Ensuring that the BPA provides the highest possible standard of membership benefits and support.

Specific Responsibilities

The Directors of the BPA (Members of the BPA Board) are Non-Executive Directors for the purpose of the Companies Act 2006.

The Directors are legally responsible, both individually and collectively, for the activities and governance of the Association and are required to be members of the Association. The Association holds Directors & Officers Indemnity insurance.

They are responsible for:

- Ensuring the Association effectively fulfils its general functions and duties in accordance with its Memorandum and Articles of Association, Regulations, company law and any other relevant legislation or regulations.
- Determining the overall strategic direction of the Association and ensuring the availability of resources.
- Appointing the Chief Executive, monitoring his/her performance and holding him/her to account for delivery against agreed plans and budgets.
- Promoting and protecting the Associations values, integrity, image and reputation.
- Ensuring high standards of governance that command the confidence of members and stakeholders.
- Ensuring the Board itself performs effectively and contains people with the skills and experience it needs and makes plans to ensure the recruitment, induction and development of new directors as required.

As a director you will be required to:

- Regularly attend meetings of the BPA Board and Council of Representatives
- Undertake portfolio roles as requested by the Chair
- Be involved in the work of the BPA Board, including membership of any service board or working group established by the BPA Board
- 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, including attendance at events from time to time
- Support the Chair in determining the direction of and Terms of Reference for all BPA Service Boards
- Where applicable, nurture relationships with members and external stakeholders
- Participate in occasional visits to the BPA's headquarters
- Carry out the duties of a director in accordance with governance principles embodied in the UK Corporate Governance Code (*leadership, effectiveness, accountability,*

remuneration, relations with shareholders) or the Nolan Principles while taking into account the distinctive organisational features of the Association.

- Attend annual appraisal meetings where appropriate

Person specification

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

Skills, knowledge and experience

Essential:

- Commitment to the Association and an empathy with, its 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 director

Desirable: The Board consists of up to 10 Directors and seeks to include individuals with the range of skills and experience necessary to allow the Board to operate effectively. It is therefore desirable that Directors 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 Board of Directors and to gain the trust and respect of other Board and CoR members.
- Ability to seek and obtain full and satisfactory answers within the environment of the Board.

Eligibility Criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- People who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- People who are the subject of a bankruptcy restrictions order or interim order
- Anyone who has been dismissed by a local authority OR other public body within the past five years, other than by reason of redundancy
- In certain circumstances, those who have had an earlier term of appointment terminated

- Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986
- Anyone who has been removed from a directorship or trusteeship of a company/charity

Conflicts of Interest

There may be times when Directors 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 Director will then withdraw from the meeting unless they have been given dispensation to speak. To minimise the risk of conflicts of interest, Directors may, from time to time, be asked to complete a form identifying any areas of potential conflict. Please refer to the [BPA Conflicts of Interest Policy](#)

Frequency of Meetings

The BPA Board will meet up to three times a year, plus at least one full Away Day meeting. Directors are expected to attend all three yearly Council meetings; serve on at least one service board and provide support at events during the year.

Further information on the work and responsibilities of the BPA Board of Directors can be obtained by contacting the Company Secretary.