



## Role Description

### President and Chair of BPA Council of Representatives

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

### 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 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 of Council of Representatives**

The BPA Council of Representatives are elected from across the Associations different membership groups and represents all aspects of the parking sector. The role of the Council of Representatives is to influence the long-term direction of the BPA and its mission by giving advice and guidance to the BPA Board. The Council of Representatives contributes to the strategic aims of the Association, ensuring that our values, standards and obligations to members and others are understood and met.

The breakdown of membership of Council of Representatives is determined by the BPA Board, with the approval of the Council of Representatives, subject to review from time to time in accordance with Regulation 9.5. To see the breakdown of membership of the Council of Representatives, click [here](#).

**President's Role and Duties:** The President's core role is to enhance the profile of the Association by effectively championing and representing the parking profession during his/her term of office. This involves not only attending high profile events and representing the profession with external stakeholders but also encouraging open and constructive debate at Council of Representatives meetings.

The President will not be involved in the day to day running of the Association. However, the President will complement the work of the BPA Board and working alongside the Directors of the Association, assisting the promotion of the parking profession and the standards that it is working to enhance.

The President of the BPA is elected by members of the Council of Representatives. The Regulations of the Association determine the President's term of office. The President holds voting rights on the Council of Representatives only.

**Specific Responsibilities:** The President is expected to observe the duties and responsibilities of BPA Board members but also has particular responsibility for:

- ensuring that the Council of Representatives holds the Association through the BPA Board to account;
- ensuring that Council of Representatives decisions are acted upon;
- chairing meetings of the Council of Representatives;
- providing leadership to the Council of Representatives and manage the contribution of all representatives at meetings to gain consensus in moving forwards;
- representing the BPA at external and internal events such as special dinners, high level gatherings, conferences and regional membership meetings through direct invite of the BPA Board and/or Executive.
- ensuring that the Council of Representatives meets at regular intervals throughout the year, and that the minutes of meetings and any reports accurately record the decisions taken and, where appropriate, the views of individual members;

- attending BPA Board meetings as the representative of the Membership with no voting rights and to be bound by all confidentiality rules of the Association;
- chairing the Parking Forum, Annual Conference, Members Dinner and other BPA events across the Country during their term of office.

The Vice President shall fulfil all the above responsibilities when standing in for the President during a period of absence.

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

**Skills, knowledge and experience:**

**Essential:** It is essential that the President should have experience and skills in the following areas:

- Commitment to our Association's 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 President

**Desirable:** It is desirable that the President 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 other members of Council of Representatives
- Ability to seek and obtain full and satisfactory answers within the environment of the Council of Representatives

**Status Required:**

It is desirable that the President:

- has the necessary gravitas to represent the Association at the highest level
- has a good understanding of the issues affecting the Parking Profession
- commands the respect of the Profession and members

- is careful to avoid issues where professional or personal conflict could arise

**Eligibility Criteria:** The role of the President is open only to members of the BPA Council of Representatives. The process for electing a President is that the Council of Representatives elects the Vice President who after a year in that post automatically becomes President unless the Council of Representatives disagrees. In accordance with Regulation 10.2.

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:** 1 year as President and 1 year as Vice-President. See also Table 2 appended to the Regulations

**Time Commitment:** Whilst the time required undertaking the role will vary from year to year, it is expected that the President is likely to spend, on average, **15 days** per year on BPA affairs. It is important that Presidential candidates confirm that they will be available for diarised industry events which will be notified as far ahead as possible. An example of how the 15 days has been arrived at is as follows:

- 3 x BPA Board Meetings (normally held in London)
- 3 x Council of Representatives meetings (normally held in London) plus at least one full Away Day meeting.
- 2 x Ad hoc group meetings (additional meetings are optional)
- Presidents Reception
- Members Dinner
- Parkex (the first day)
- Annual Conference
- 3 x Parking Forum meetings (normally held in London)

This does not include attendance at Interest and Regional Group meetings, of which there are 20 opportunities to attend these meetings over the presidential year.

**Conflicts of Interest:** Presidential candidates are asked to take seriously the role and public image of being a senior representative of the Association and refrain from personally undertaking any business activities which may bring adverse publicity to the Association or outwardly cause a conflict with other members of the Association of whom the President is the main industry representative.

There may be times when the President/Vice President faces 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, President 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](#)