



## Role Description

### Chair of a Service Board

- Role title:** Chair of a Service Board
- Responsible to:** Chair of the BPA Board and Members of the British Parking Association (BPA)
- Key relationships:** Service Board Members, BPA Board, BPA Council, 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.

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:** A Chair of a Service Board is responsible for giving a coherent leadership to the elements of our Association’s work within the area of responsibility of their Board by;

- Effectively integrating the skills of their Board and the BPA team which reports to them.
- Overseeing and supporting the work of their Service Board and the BPA team which reports to them
- Giving advice and guidance not just to their Board and team but also the wider BPA.
- Being beyond reproach on the question of independence and integrity and observing the duties and responsibilities
- Ensuring that the work of their Service Board contributes to the strategic aims of the Association
- Maintaining the values, standards and obligations of the association

A Chair of a Service Board is also automatically appointed to the BPA Board, where they become one of the Directors of our Association, holding fiduciary responsibilities and exercising all the powers of the Association for current and future members. For full details please see the Director role description.

**Specific Responsibilities:** The Chair’s role is primarily to lead their service board within the limits determined by the BPA Board and effectively and efficiently deliver its plans and functions. They are responsible for:

- Ensuring the service board effectively fulfils its general functions and duties in accordance with its Terms of Reference
- That the service board gives due consideration to the Articles of Association, Regulations, company law and any other relevant legislation or regulations
- Producing reports and overseeing projects, including submitting financial recommendations to the BPA Board
- Budgetary responsibility for monies allocated to them by the Board
- Ensuring that the department which it oversees has a clear mission, vision and strategic direction and is focused upon achieving these
- Establish the reporting department acts in an effective, responsible and accountable manner
- Promoting and protecting our Associations values, integrity, image and reputation
- Ensuring high standards of governance that command the confidence of members and stakeholders
- The Service Board shall provide counsel to the BPA Board and Council on key strategic, professional and policy issues relevant to its remit

**As a member of a Chair of a service board you will be required to:**

- Regularly attend meetings of your service board
- Agree all agendas and lead all Meetings of your Board
- Be involved in the all aspects of the Service Board, including overseeing the membership and work of any working groups
- Regularly attend meetings of the BPA Board and BPA Council
- Undertake portfolio roles as requested by the Chair of the BPA Board

- Make presentations and draft reports for both the BPA Council and the Board, updating those groups on the work of your service board
- Take an ongoing interest in the work of our Association and have a general awareness of its work and the environment within which we operate
- Promote our Association with external stakeholders where appropriate, including attendance at events from time to time
- Where applicable, nurture relationships with members and external stakeholders
- Participate in occasional visits to the BPA's headquarters

**Person specification:** The BPA welcomes applications from members 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. Only members of the Council of Representatives are eligible to stand for this position.

**Skills, knowledge and experience:**

**Essential:** It is essential that the Chair 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 a Chair and as Member of the BPA Board

**Desirable:** It is desirable that the Chair 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 service board and to gain the trust and respect of other Board members
- Ability to seek and obtain full and satisfactory answers within the environment of the Board

**Eligibility Criteria:** Service Board Chair positions are open only to members of the BPA Council.

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, from time to time in accordance with Regulation 9.5.

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

**Conflicts of Interest:** There may be times when the Chair 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 our Association. Any such conflicts must be declared, and the Chair will then withdraw from the meeting unless they have been given dispensation to speak. To minimise the risk of conflicts of interest, the Chair 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:** Service boards meet 3 times a year. A Chair is expected to attend every meeting of their Board, (reasonable allowance will be made due to illness etc)

As a member of the BPA Board you will be required to attend at least 3 out of every 4 consecutive meetings of the BPA Board plus at least one full Away Day meeting. You are also required to regularly attend BPA Council meetings and provide support at events.

Further information on the work and responsibilities of BPA service boards, including specific Terms of Reference for each Service Board can be obtained by contacting the Company Secretary.