



## Role Description

### Chair of the Board

- Role title:** Chair of the Board
- Responsible to:** BPA Board, BPA Council of Representatives and Members of the BPA
- Key relationships:** BPA Board, Council of Representatives, Chief Executive and BPA Senior Staff

### 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 750 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

### **Specific Responsibilities:**

The Chair's role is primarily to lead the BPA Board through its legal obligations under Company Law and determine its strategy for the short to medium term. The Chair is expected to observe the duties and responsibilities of Directors but also has particular responsibility to:

- run and manage all BPA Board meetings, Annual General Meeting, and Extra Ordinary General Meetings as required.
- agree and set agendas
- offer leadership to the BPA Board and manage the contribution of all Directors at meetings
- gain a consensus from the BPA Board in moving forward ensuring that the BPA Board holds the Association to account
- ensure clear and concise summary of the discussion for accurate records in the BPA Board Minutes and ensure that decisions are acted upon
- represent the BPA Board and the Association at public meetings that involve the BPA Board and the Association as the figurehead of the BPA Board under Company Law
- support the President and Chief Executive with significant relationships where appropriate
- support the Chief Executive in their daily activities where and when appropriate to do so with a clear understanding of the Chief Executive's job description and responsibilities for the day-to-day management of the Association
- act as the conduit between the BPA Board and Chief Executive. Undertake the Chief Executive's annual appraisal and develop objectives, determining success criteria against agreed measurements and key indicators for assessment of annual reward and recognition
- offer feedback and coaching where applicable
- review strengths of individuals as mentors/coaches to others
- Endeavour to achieve, subject to the rules and outcomes of elections that the BPA Board consists of the right balance of skills, competencies, and experience to deliver the Association's goals and objectives according to the vision, mission and strategy of the BPA
- attend Council of Representatives meetings as the representative of the BPA Board
- in line with the President and Chief Executive, offer their time and attendance at major meetings outside of the boardroom, such as special dinners, high level gatherings and regional membership meetings as appropriate

- ensure that all additional Service Boards have clear ‘terms of reference’ and the right balance of skill and experience are present to deliver their objectives
- ensure that all new Directors are aware of the rules on conflicts of interest (and register of interests) and that they are bound by the Director’s Code of Conduct, reminding all Directors of this at regular intervals
- appoint representatives to lead disciplinary and appeal panels as appropriate

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

**Desirable ‘Attributes and Competencies’ for Chair of the BPA Board:**

- Demonstrates leadership capabilities
- Has the veracity to champion the values and mission of the Association
- Is a communicator both internally and externally for the Association
- Seen as a ‘people person’ that values the views and thoughts of others with the integrity to disseminate the relevant points and present in a manner that moves the debate forward
- Encourages debate and discussion in all key areas and ensures the decision-making process is robust, concise with satisfactory conclusions
- Has the ability to build on existing relationships within the profession and be aware of trends and issues within the profession in general
- Deliver the best from the Board of Directors valuing that all have a contribution to give
- Able to challenge the executive team but also be empathetic and understanding of their role and contribution
- Has solid management and financial experience
- Has a good understanding of the issues affecting the Parking Profession and be a specialist in at least one

**Time Commitment for Chair of the BPA Board:**

Whilst the time required undertaking the role will vary from year to year, based on recent history it is expected that the Chair is likely to spend, on average, 20 days per year on BPA affairs. However, this could be grouped with the Chair spending a number of days in any one month dealing with BPA business. It is important, therefore, that any candidates for the role of Chair of the BPA Board agree, where appropriate, such time requirements with their employer.

An example of how the 20 days has been arrived at is as follows:

- 3 x BPA Board Meetings
- 3 x Council of Representatives meetings
- 2 x Ministerial Meetings
- 5 x Executive/Briefing meetings (inc the Chief Executive’s annual Appraisal)
- 4 x Ad hoc group/stakeholder meetings
- Service Board meetings (*optional as Chair of BPA Board will be ex officio and not expected to attend all 16 service board meetings*)
- Presidents Reception
- Members Dinner
- Parkex
- Annual Conference (optional)

## **Appointment**

The Chair is elected by the Council of Representatives following a call for nominations from within the Council of Representatives. The term of office is three years and the Chair may be elected for a second term of office.

The position of Chair is voluntary, although reasonable expenses will be reimbursed in accordance with the organisation's expenses policy.

## **Conflicts of Interest**

There may be times when the Chair 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 Chair will then withdraw from the meeting unless they have been given dispensation to speak. To minimise the risk of conflicts of interest, all 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.

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