**PO Box 108, Minehead. TA24 9DE**  
Registered company number: 11532338

Vice Chair, Minehead BID – Job Description

**Job title**: Vice Chair

**Responsible to**: Minehead BID Board

**Salary**: Voluntary position

**Hours**: Non-executive

# Company overview

Minehead is a charming Edwardian seaside town located on the beautiful south west coastline at the start of the dramatic South West Coast Path. Home to a large Butlins Holiday Village situated about a mile from the town centre which attracts thousands of visitors a year. Minehead has strong assets and opportunities – its stunning mile–long seafront, pretty harbour, boating heritage combined with the charm of the town, its Edwardian and Victorian architecture, attractive Blenheim Gardens at its heart and the wealth of small independent businesses in the town.

The Minehead Business Improvement District (BID) covers the town centre (the retail heart), the seafront, the harbour and some of the out of town retail and tourism organisations on the approach to the town centre. The key objective of the BID is to raise the profile of Minehead as a destination for both retail and tourism, in turn to diversify and increase the footfall, spend and viability of the town for all stakeholders.

# Role Overview

• The Vice Chair supports the BID Chair, other non-executive Directors and the BID Manager and other paid staff by promoting a culture of transparency, openness and debate that includes all members of the team and Minehead BID levy payers.

• The Vice Chair will take responsibility for the delivery of the Emergency High Street Recovery Fund and any other external successful funding applications, chairing the relevant steering group and with other steering group members, the BID Manager and other paid staff ensure the project is delivered in a timely way and adheres to the terms of the funding agreement.

• The Vice Chair will provide updates on these projects to the BID board, funders and Minehead BID levy payers.

• The Vice Chair in the absence of the BID Chair working with fellow non-executive directors will take responsibility for overseeing the long-term strategic direction of Minehead BID with the support of the BID Manager.

• The Vice Chair in the absence of the BID Chair working with fellow non-executive directors is responsible for ensuring complete oversight of the financial performance and financial obligations of Minehead BID with the support of the BID Manager and paid staff.

• The Vice Chair in the absence of the BID Chair working with the Company Secretary, non-executive directors and the BID Manager has a responsibility to ensure complete transparency, abiding by all legal requirements set for a company limited by guarantee.

• The Vice Chair in the absence of the BID Chair is to ensure all members of the non-executive board and working sub-groups have the opportunity to discuss their views and concerns.

• The Vice Chair in the absence of the BID Chair has a responsibility to highlight any conflicts of interest at board level and to take appropriate action where required to ensure complete transparency.

• Working with the BID Manager, in the absence of the BID Chair he/she must make sure that the non-executive directors and working sub-group members of the company receive accurate, timely and clear information on all of the Minehead BID`s activities.

• The Vice Chair in the absence of the BID Chair is to support the good working relationship between the BID Manager and non-executive directors.

• The Vice Chair in the absence of the BID Chair provides appropriate oversight, scrutiny, challenge and leadership to the Minehead BID company in the pursuit of its aim to provide effective and high-quality services as outlined within the Company’s business plan and within the Company Articles of Association.

• The Vice Chair in the absence of the BID Chair will assume the role of scrutinising the performance of the Board of non-executive Directors and the BID Manager and other paid staff in meeting agreed strategic goals and objectives, and the monitoring and formal reporting of this performance.

• Working with the BID Manager, the Vice Chair in discussions with the BID Chair will lobby and work with major stakeholders including Minehead Town Council, Somerset West and Taunton Council, Somerset County Council and the Heart of the South West LEP at a senior level in order to influence policy and direction for the good of Minehead BID’s members.

# Strategy Responsibilities

• Working with the Board of non-executive Directors and the BID Manager, consider, discuss and develop the strategy and formulate plans for the team to deliver this strategy.

• To support the board of non-executive Directors and the BID Manager and other paid staff to act as advocates and ambassadors for Minehead BID, promoting its activities as and when required.

• To work with all non-executive board directors to develop and implement the BID’s vision, values, aims and strategic objectives, delivering a robust and sustainable business and financial plan.

# Communication

• Contribute to a constructive working relationship between the Chair and non-executive Directors, providing support and guidance in areas of particular expertise and knowledge.

• Participate fully in the work of the Board of Directors and attend Board meetings and member events accordingly.

• Promote the BID Company.

# Other

• Safeguard the good name and reputation of the Company.

• Where required provide, attend and / or provide leadership to specific working sub-groups and ensure their effectiveness in all aspects of governance, process and assurance. Set agendas to promote effective decision making and constructive debate, concentrating on key matters and allowing adequate time for discussion and review of complex issues.

# Commitment

• You must have sufficient time and commitment to fulfil the role. It is expected that you will attend Board meetings; together with working sub-groups as required, and member events.

# Election of a Vice Chair

• The Minehead BID Vice Chair is elected democratically by other non-executive board members. A majority must be received.

• The position is unremunerated.