

Election of Board of Directors

Application Form

Background

As set out in the BID Leamington Business Plan, the BID Leamington Board of Directors will consist of a maximum of 16 elected Directors. They must represent a cross section of skills, experience and sectors including: Independent Retail, Property Owners, Major Retail, Leisure, Local Authority, Tourism, Marketing and Finance. Within this there can be 2 voluntary members. There may also be additional observers at Board meetings (regular and professional attendees that may be non-directors) permitted to attend as required.

In order to be considered either as a candidate or as a voter, you as the levy payer are required to formally register as a member of the BID Leamington Company. Applications for a position on the BID Leamington Board will be invited annually, in June. If there are more applicants than places available, an election through ballot of levy payers will take place in July. Any positions that become vacant throughout the year will be advertised in our newsletters and on the BID Leamington website. These may be filled at any time throughout the year subject to BID Board approval. Broadly, the process will involve meeting the Executive Director to understand the legal responsibilities and attending one Board meeting as an 'observer'. Typically, the individual will be voted into the vacant post at the subsequent BID Board meeting.

In order that a range of required sectors, skills and experiences are represented on the Board, as is good practice, candidates will need to set out their experience and their commitment to ensuring the success of BID Leamington.

BID Board Representative Structure - Elected Directors [16]

The appointment of the Elected Directors should bring together a range of skills and experience as required by the Company. The number of members per sector, as set out below are a guide as to the sectorial representation we are looking to achieve and may vary from time to time, though we will not exceed a maximum of 16 members.

Key Skills / Experience	Number of Places
Major Retail Sector	2
Independent Retail Sector	4
Leisure Sector	2
Property Owners	2
Local Authorities (Voting power restricted to below 20%)	2
Finance Experience	1
Marketing Experience	1
Tourism Experience	1
Office / Professional Services / Creative Tech	1

Within this, 2 members can be from the BID voluntary member's scheme.

Other Regular Attendees

Board Directors may agree to allow other non voting regular attendees if they feel it beneficial to the aims of BID Leamington e.g. Major Property Developer, Leader of the Council or another business owner with specific skills or ideas to contribute.

Professional Attendees

These will be invited as appropriate and include from time to time such things as Marketing Agency, Press and Radio, Accountants and Legal professionals and specialists.

IMPORTANT NOTES:

- 1. Where possible the correct sector / skills mix will always be accommodated by election of an appropriate Director. However if this is not possible it will be provided either through co-option or attendance as an observer.**
- 2. If no new candidates stand then those of the current Board standing will be re-elected and continue for a further year.**
- 3. Where a levy payer has multiple hereditaments he/she may only cast one vote.**
- 4. In order to stand, a levy payer must be a registered member of the BID Leamington Company and complete and send in the attached Candidate Form.**
- 5. In order to stand or vote a levy payer must have paid their BID Levy in full in the previous year.**
- 6. All Director positions are voluntary.**
- 7. Rules set out in the BID Leamington Company Memorandums & Articles of Association relating to the conduct of directors & qualification to stand will apply.**

Collectively the BID Board of Directors is committed to:

- Act as guardians of the town centre.
- Convey a passion for the town centre to customers and other town centre businesses.
- Help shape and guide the future strategic direction of Royal Leamington Spa.
- Freely give time to make a difference and improve the town centre.
- Be approachable and engage with other businesses to understand ideas and concerns.
- Bring other stakeholders and partners along on the journey.
- Supporting BID and attending meetings.
- Use a strong evidence base to identify BID projects and ensure they are delivered to budget.
- Draw on best practice and be creative, innovative, flexible and adaptable in our approach to identifying and delivering projects.
- Be transparent and accountable to levy payers through regular communications.

BID Board CANDIDATE FORM

Please return to BID Leamington

35c Park Court, Park St, Royal Leamington Spa, CV32 4QN

Candidate Details	
Candidate Name:	
Business Name:	
Business Address:	
Telephone No:	
Email Address:	

Please rank in importance (1 most important, 3 least important) up to 3 areas where you think your business skills and experience fall.

Candidates Business Skills / Experience	Importance (1 most, 3 least)
Major Retail	
Independent Retail	
Leisure Sector	
Property Owners	
Local Authority	
Town Centre or Business Strategy	
Financial Experience	
Marketing Experience	
Tourism Experience	
Office / Professional Services / Creative Tech / Design	
Other skills / experiences you bring (Please note)	

Are you are voluntary BID Member (please circle): Yes / No

In 50 – 100 words please give brief details of the skills and experience you have selected and what you feel you would bring to the BID Leamington Board of Directors. Please note with your agreement, a version of this will be adapted for your profile on the BID Leamington website: