

# Working Group Members



Role  
Description

Version: 1  
Reviewed by: Nominations and  
Remuneration Committee  
Approved by: Board of Directors  
Date Approved: May 2021  
Next Review Date: May 2022

## **1. ROLE SUMMARY**

- 1.1 Colmore BID Board Working Group Members act jointly, working as a team, to ensure that the BID Levy is used to achieve aims consistent with those set out in the most current Business Plan.
- 1.2 Working Group Members provide oversight of the delivery of projects and help to set the annual strategy for the working group.

## **2. MAIN DUTIES AND RESPONSIBILITIES**

- 2.1 Oversee the efficient and proper use of funds.
- 2.2 Work in a collaborative way with associated organisations to ensure that funds are used effectively
- 2.3 Consider and help to develop a budget for work to be delivered through the financial year
- 2.4 Ensure that key issues are discussed in a timely manner and with appropriate information to support decisions.
- 2.5 Assist in the overseeing and delivery of Colmore BID projects.
- 2.6 Play a full part in representing Colmore BID in an open and positive way to the community it serves.
- 2.7 Contribute to managing Colmore BID's risks.
- 2.8 Attend working group meetings, and accommodate occasional additional business meetings as required. Ensure that papers are reviewed prior to meetings to facilitate efficient discussions on key issues.
- 2.9 Assist in raising the profile of Colmore BID activities, and being prepared to support activities such as attending events etc.
- 2.10 Actively promote the principles and act in the spirit of the RACE Equality Code 2020.

## **3. PERSON SPECIFICATION**

- 3.1 Candidates must demonstrate the following:
  - (a) Commitment to advancing the development of Colmore Business District

- (b) The ability to think strategically and to actively contribute to discussions about complex issues, whilst listening to and respecting the views of others.
- (c) Commitment to and understanding of the standards required for participation in the Nolan Principles, namely, Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.
- (d) That they work for a business that is located within the Colmore Business District boundary and that they either pay a levy or equivalent voluntary contribution to Colmore BID.
- (e) The ability to devote sufficient time to Colmore BID business, including the time needed to attend and prepare for meetings.

Colmore BID Working Group Members are expected to commit to, and implement the Principles and spirit of the RACE Equality Code 2020.