

## **Board of Directors: what is involved & how you can help**

### **Have you got the passion, skills & commitment needed to help achieve our vision for Stretford Public Hall?**

Each year we are on the hunt for dedicated individuals who are willing to add their own unique skills to our Board of Directors.

Friends of Stretford Public Hall's Board of Directors is elected by and from the members. Democracy is the lifeblood of co-operatives and we want as many of our members as possible to get involved in the election process, either standing as candidates, nominating candidates or voting for candidates.

There is no person specification for the perfect director. In fact, we want a real balance of skills and personalities to help take FOSPH forward. If you are passionate about co-operatives, community ownership and have the skills and knowledge to make a positive impact, you could be just the person we need...

### **About Friends of Stretford Public Hall**

Friends of Stretford Public Hall (FOSPH) is registered as a charitable community benefit society. Its Board of Directors are considered to have the same level of responsibilities as directors of other corporate bodies such as companies.

**Our vision:** For Stretford Public Hall to be a unique and thriving multi-purpose venue at the heart of Stretford, owned and run by the local community.

**Our Mission:** As the guardians of Stretford Public Hall, we will restore and protect this historic landmark, enhancing opportunities for regeneration. Through ongoing engagement with the local community, we will host a wide range of activities that meet Stretford's needs. In partnership, we will help to improve the lives of residents by providing opportunities for employment and involvement as well as access to arts, culture, heritage, and a range of support services.

### **Term of Office**

There are no restrictions on how long Board members serve on the Board (their 'term of office') except that at each Annual General Meeting (AGM), one third of board members must retire and reapply for election. The Directors to retire shall be the Directors who have been longest in office since their last election. Our elections take place in the run up to our AGM.

## **Qualification for office**

Directors must be aware of their duties and responsibilities in law. In order to be eligible to serve on the Board, a person must:

- have be 18yrs or over; and
- be able to demonstrate that they have the relevant experience, skills and qualifications necessary to serve on the Board; and
- not be disqualified from holding office as a director, a trustee of a charity, subject to a bankruptcy order made against them, or in the written opinion of a registered medical practitioner that person has become physically or mentally incapable of acting as a Director and may remain so for more than three months.

Like any effective board or committee, the Board should be made up of individuals with a diverse range of skills and experience that complement each other. Collectively the Board aims to reflect the interests and diversity of the local community.

## **What is involved in serving on the Board of Directors?**

You should be prepared to regularly commit time to the management of Stretford Public Hall. You will be required to attend monthly Board meetings, and to contribute additional time to supporting activities at the Hall.

In addition, Directors liaise and engage via email and the online discussion tool 'Slack'. Being able to communicate electronically is an important part of being a Director; papers and meeting arrangements are circulated by email.

The role of a Director is varied. You will be expected to act with integrity and efficiency to the standard expected of a Director, reflecting your knowledge, skills and experience. As a Director you will be required to:

- Understand and exercise your powers within the constraints of the co-operative's governing document
- Take decisions objectively in the interests of FOSPH
- Understand and abide by the co-operative's Code of Conduct for directors

Key tasks which will be expected of Directors:

- Liaise and engage via email between meetings, prepare for meetings, read electronic papers in advance and updates on activity at FOSPH
- Constructively challenge and help develop proposals on strategy
- Scrutinise the performance of the management team and monitor the reporting of performance against key performance indicators and objectives
- Satisfy themselves on the integrity of financial information and internal controls

- Uphold high standards and integrity and instil the appropriate culture, values and behaviours in the board room and beyond
- Determine appropriate levels of remuneration, play a role in the appointment and, where necessary, the removal of key personnel, and in succession planning
- Represent FOSPH externally including at events
- Where appropriate, contribute additional time by serving on a subcommittee

### **What are the responsibilities of Directors of FOSPH?**

The role of FOSPH's Board of Directors is to ensure our long-term success. The Board is appointed by and accountable to the over 800 investor members of FOSPH. The Board provides accountable leadership by setting the strategic direction and ensuring it runs efficiently within a framework of prudent and effective controls.

Directors are in charge of the organisation's affairs and are fully liable in law. They must always act with due diligence and will hold greater responsibilities on matters in which they are professionally qualified or experienced.

These duties are:

- To act within powers
- To promote the success of the co-operative
- To exercise independent judgement
- To exercise reasonable care, skill and diligence
- To avoid conflicts of interest
- Not to accept benefits from third parties
- To declare interest in proposed transactions or arrangements with the co-operative

### **Confidentiality**

Directors are in a position of trust both for the Board and the organisation as a whole. They act as trustees and agents for the organisation and its members, and must not disclose confidential matters. When acting in the capacity as a FOSPH Director, a Director's duty of care is to FOSPH, and not any other organisation that Director may be a member of.

### **Expenses**

FOSPH will cover the cost of reasonable out of pocket expenses of Directors but this is an entirely voluntary role and FOSPH is unable to pay any fees in respect of your role.

### **Process for nomination**

All candidates intending to stand for elections to the FOSPH Board are required to complete and submit a Nomination Form at least two weeks before the AGM. The FOSPH Board will confirm whether the nominee meets the qualifications for office within one week of receiving the application.

The Nomination Form is available online [here](#) but is also enclosed at the end of this document. The nomination form requires applicants to produce a biography of no more than two hundred words in support of their nomination.

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### **More information**

If you want further information, or would like to speak to either a current member of the Board of Directors and/or an officer of FOSPH, please contact:

Petra Morris, FOSPH Secretary of the Board [petra@stretfordpublichall.org.uk](mailto:petra@stretfordpublichall.org.uk)



**Friends of Stretford Public Hall Director Nomination Form**

Please complete and return to [friends@stretfordpublichall.org.uk](mailto:friends@stretfordpublichall.org.uk) or to Stretford Public Hall, Chester Road, Manchester, M32 0LG. **Deadline: Monday 5<sup>th</sup> October 2020**

Full name:.....

Address:.....

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Telephone number:.....

Email.....

Date of birth: .....

I confirm that I wish to stand as a Director of Friends of Stretford Public Hall and that I meet the qualification criteria:

Signed: .....

Please provide up to 200 words below on your motivations for becoming part of the Board and any skills you think you could bring. This information will be published as your Candidate Biography and circulated with ballot papers and / or will be displayed at the AGM and on the website after the AGM. Please continue overleaf if necessary.