



Role Description

Member of Council of Representatives

- Role title:** Council of Representatives (CoR) Member
- Responsible to:** Members of the British Parking Association
- Key relationships:** Council of Representatives, President of the BPA, Chair of the BPA Board, Chief Executive and BPA Senior Officers

Overview of the British Parking Association

The largest Professional Association in Europe representing organisations in the Parking and Traffic Management Industry. These organisations are many and varied, ranging from Manufacturers, Car Park operators, Local Authorities, Health Authorities, Airports, Railways, Shopping Centres, Theme Parks, Consultants, in fact anyone involved in the construction, management and enforcement of Parking and in the wider Traffic Management Industry.

The British Parking Association (BPA) represents, promotes and influences the best interests of the parking and traffic management sectors throughout the UK and Europe. As well as this work, the BPA provides its members with a range of benefits all aimed at helping the professional in their day to day work and is committed to raising standards of those working in the profession through qualifications and codes of practice/charters.

Currently we have around 700 members, equally split between the public and private sectors. In addition, we have a growing number of Individual professional members of the Association

Our Vision: To achieve excellence in parking for all.

Our Mission: As the recognised authority in parking the British Parking Association will actively represent and promote the sector by advancing knowledge, raising standards and professionalism, and using its influence to deliver excellence for the benefit of all.

Our Values:

“PRIDE in our Profession”

- P** **People in Partnership.** Through those working within the sector we will work in partnership with all stakeholders to provide an environment of professionalism and fairness.
- R** **Respect with Responsibility.** As an Association we will show respect for those we work with and for and take responsibility for raising standards
- I** **Integrity & Innovation.** The Association will always act with Integrity and promote Innovation
- D** **Drive & Determination** We will actively work to develop and encourage our staff and the profession to deliver higher standards
- E** **Encouraging Excellence.** Through the raising of standards, the Association will demonstrate and encourage excellence and professionalism

Role Purpose

The CoR role and purpose is to influence the long term direction of the Association and its mission by giving advice and guidance to the BPA Board. The CoR will contribute to the strategic aims of the Association ensuring that the Association's values and standards and obligations to its members and others are understood and met.

The CoR membership comes from and represents the major areas of activity and influence within the Association. The electoral colleges will be determined by the BPA Board, with the approval of the CoR, from time to time in accordance with Regulation 9.5.

Council of Representatives' Role and Duties :

In accepting election to the CoR, members are confirming their willingness to act as an elected representative of a sector of the BPA's membership – this might be sectoral or regional/country. CoR members are expected to attend meetings of the CoR as well as taking an active part in the group (where applicable) representing the sector/region that they represent and participating in other aspects of the BPA's work is appreciated.

Specific Responsibilities

- The Council of Representatives shall nominate and elect members to the BPA Board who shall take up the role of Directors of the Association;
- The CoR shall provide counsel to the BPA Board on key strategic, professional and policy issues relevant to members of the Association.
- The CoR shall be responsible for electing the President of the Association.
- The CoR shall be responsible for appointing the Chair of the BPA Board.
- The CoR may, normally on a recommendation from the BPA Board, remove any one member or all of the BPA Board in accordance with agreed procedures.

Composition and Terms of Office - see Regulation 10 and Table 2 appended to the Regulations.

As a CoR member you will be required to:

- Regularly attend meetings of the Council of Representatives (CoR) (3 per year)
- Establish a dialogue with the members that you are elected to represent so that you can effectively represent their views to the CoR.
- Regularly attend and support meetings of sectoral and regional meetings as appropriate
- Collaborate with CoR colleagues, especially where more than one representative per college exists.
- Be involved in the work of the BPA, including membership of any service board or working group established by the BPA Board
- Whilst on BPA business, members are required to adhere to the Association's policies and procedures as outlined in the Council Handbook.
- Take an ongoing interest in the work of the Association and have a general awareness of its work and the environment within which it must operate
- Promote the Association with external stakeholders where appropriate.
- Where applicable, nurture relationships with members and external stakeholders

Person specification

The British Parking Association welcomes applications from members across all sectors of our diverse membership and from all backgrounds. We particularly welcome applications from individuals within those groups who are currently under-represented within the Association.

Skills, knowledge and experience

Essential:

- Commitment to the Association and an empathy with, and commitment to, its aims, ethos and values.
- The ability to think and act strategically
- A demonstrable understanding of the duties and responsibilities concerned with governance
- Willingness to devote the necessary time and effort to carrying out the duties of a CoR member

Desirable: The CoR consists of up to 40 members and seeks to include individuals with a range of skills and experience. It is therefore desirable that CoR members should have experience and skills in one or more of the following areas:

- Financial/Accountancy Services
- Legal Services
- Sponsorship/Marketing/PR/Media
- Human Resources
- Corporate Governance
- Strategic Planning
- Training & Development
- Risk Management/Insurance
- Association Experience
- Business Management or Commercial Expertise

Personal criteria:

- Ability to question intelligently, debate constructively, challenge rigorously and decide dispassionately.
- Ability to listen sensitively to the views of others, inside and outside of the CoR and to gain the trust and respect of members and CoR colleagues.
- Ability to seek and obtain full and satisfactory answers within the environment of the CoR.

Conflicts of Interest

There may be times when CoR members face 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 CoR member will then withdraw from the meeting unless they have been given dispensation to speak. To minimise the risk of conflicts of interest, all meetings offer an opportunity to declare conflicts at the start of each meeting.

Frequency of Meetings

The CoR meets three times a year. Elected members are expected to attend all CoR meetings and serve on at least one service board or group.

Non Attendance at CoR Meetings

Elected members that fail to attend two consecutive meetings of the CoR without showing good cause, (e.g. a long term illness, etc), may be removed from membership of the CoR in a recommendation for endorsement by the CoR.

CoR members may be eligible to put themselves forward for re-election in the normal way but will need to demonstrate to their electorate that they will be able to commit to represent their interests at future meetings.

Change of Employment Mid-Term

CoR members who change employment mid-term are able to continue in their role as a representative on the CoR until the end of their term of office.as long as the new employer, regardless of the college they are allocated to, is a corporate member of the BPA.

At the end of the term of office, the member, if eligible, will be able to re-stand for election and the electorate will have the opportunity to elect based on which candidate best represents their interests.

Eligibility to hold more than one seat on the CoR

Council of Representatives members may not apply to hold more than one seat on the CoR which could lead to a conflict in the representation of members views.. For example: Chair of a Region plus an Electoral College seat, regardless of whether the vacancy is for a Chair or a Representative role.

However, an elected CoR member may apply for a Chair vacancy within the college they are representing should it become vacant. If elected to the Chair position, the CoR member's term of office will commence from the date of the new appointment. The vacancy created by their election to Chair will then be advertised to the membership.