

**Norwich Business Improvement District (BID)
'Executive' Board Function**

The **Executive Board** will not engage in the day-to-day management of the organization but will oversee the policymaking, planning exercises and delivery of the Norwich BID business plan. In addition, Executive Boards' responsibilities include the support and oversight of the Executive Director and BID team and acting in the interest of the levy paying business organisations. The Executive Board will bring an independent judgement to bear on issues of strategy, performance and resources including key appointments and standards of conduct for the organisation.

Key Responsibilities

Support the Chairman and Executive Director to deliver the business plan of Norwich BID.

Strategic direction

Act as an independent view of external factors affecting the company and its business environment. To provide a creative and informed contribution and to act as a constructive critic in looking at the objectives and plans devised by the Executive Director.

Monitoring performance

Take responsibility for monitoring the performance of executive management, especially regarding the progress made towards achieving the determined company strategy and objectives.

Remuneration

Responsible for determining appropriate levels of remuneration of the Executive Director and the BID team.

Communication

Help to connect the business and board with networks of potentially useful people and organisations. In some cases, you will be called upon to represent the company externally.

Risk

The Executive Board should satisfy themselves on the integrity of financial information and that financial controls and systems of risk management are robust and defensible.

Annual Accounts

It is the duty of the whole board to ensure that the company accounts properly by presenting a true and fair reflection of its actions and financial performance and that the necessary internal control systems are put into place and monitored regularly and rigorously.

Appointment

There will be a minimum of 3 Directors (maximum of 5) in the Executive Board.

Chair and Executive Director will review, agree and appoint appropriate existing BID Board Directors to act on the Executive Board that meet the following criteria:

- Registered with Companies House as a named Director
- Served a minimum of 12-24 months on the BID Board

- Actively engaged in wider BID activity, projects or workstrand groups