



Visit Exmoor

CHAIRPERSON

Visit Exmoor is the tourism organisation for Exmoor, with a clear mission to promote Exmoor as a visitor destination to the benefit of our members and our geographical area. In addition we provide business support services to members and also deliver service based contracts for our local authorities and partners. We are currently working towards becoming incorporated as a Community Interest Company. Directors of a CIC occupy an important position of trust and the directors are also responsible for ensuring that the company meets its statutory and other obligations.

Non Executive Board Member- Chairperson – Voluntary Role with allowance

The required time commitment will, depending on the individual and on the degree to which he/she shares the representational element with other Executive Committee members.

- Taking into account the need to chair five Committee meetings a year plus AGM and potentially up to 8 sub committee meetings, attend and represent Visit Exmoor at occasional industry and stakeholder meetings, engage with the board outside of formal meetings and support the Chief Executive Officer in continuous evolution of the organisation strategy is likely to require approximately **24 days a year**.
- Reasonable Expenses will be paid subject to pre-approval from the Treasurer.
- There is a small allowance available (the Chairperson can elect not to take this allowance) of £1,407.36 per annum, paid monthly.
- It is expected that the chairperson will have their own phone, laptop or computer.

We are looking for an individual who will:

- Be a passionate advocate and ambassador of Visit Exmoor, its purpose and its work.
- Have a passion for Exmoor and its development for the future as a visitor destination of choice and economically.
- Demonstrates a commitment and belief in Visit Exmoor's ethical and equitable, inclusive values.
- Show objectivity, integrity and be able to facilitate the board to achieve its purpose and provide support and oversight across Visit Exmoor's operations. .
- Support and drive Visit Exmoor's strategic vision at the same time as focusing on practical issues.
- The necessary time to be an effective Chairperson.

The Chairperson of the Visit Exmoor Executive Committee should be able to demonstrate:

- The ability to build a quick understanding of Visit Exmoor's strategy, budget, vision, mission, objectives and current priorities.
- Ability to bring personal and professional knowledge and experience to bear on Visit Exmoor's activities.
- Skill and sensitivity in dealing with people at all levels, including those who are critical of the organisation, its activities or Executive Committee members.
- Intellectual capacity to grasp issues outside personal experience and to take a strategic view.

- Skill in chairing and facilitating complex meetings and in obtaining consensus to enable timely and effective decision making.
- Working with the Visit Exmoor Honourable Secretary maintaining and ensuring the correct governance is followed by the board at all times.
- Capacity to command respect and represent Visit Exmoor, having a good understanding of both the commercial and local authority agendas.
- Readiness to speak in public, in person or online and an eagerness to represent Visit Exmoor.
- No undisclosed conflict of interest. Absence of current active association with any organisation or link with any interest which could conflict with Visit Exmoor's activities.
- Working to Visit Exmoor's stated strategy and vision and adhering to Visit Exmoor's process, policies and guidance.
- Working knowledge of Microsoft Office.

Application Process:

We are open for applications until 11am on Friday 18th November 2021.

If you are interested in applying, please send CV and covering letter outlining why you believe you are a strong candidate for this role to honsec@visit-exmoor.co.uk

Please note: We are not able to consider applications that do not include both a CV and covering letter.

Inclusivity Statement:

Visit Exmoor celebrates diversity. We treat everyone equally and our consideration of any board member, employee or contractor applications are based solely on a person's merit and qualifications directly related to professional competence. Visit Exmoor does not discriminate against any board member, employee, contractor or applicant because of race, nationality, colour, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, marital status, pregnancy or related condition (including breastfeeding) or political beliefs. We place an obligation upon all employees and contractors to respect and act in accordance with the policy.