



Visit Exmoor

CiC Company Secretary

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 have recently become 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 – Company Secretary – Voluntary Role with allowance

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

- taking into account of the need to attend five Committee meetings a year, plus AGM and potentially up to eight sub-committee meetings, attending occasional conferences, is likely to require approximately **24 days a year**.
- Reasonable Expenses will be paid subject to pre-approval from the Chairman.
- There is a small allowance available of £1,407.36 per annum, paid monthly.
- It is expected that the Company Secretary will have their own phone, laptop or computer

The CiC Company Secretary should be able to:

- Commit the expected time and energy to be an effective Company Secretary.
- Ability to bring personal knowledge and experience to bear on Visit Exmoor's activities, providing support and structure to the Chairman, CEO and Visit Exmoor Board.
- A working knowledge of governance in relation to not for profit organisations together with ability to liaise with external compliance and legal professionals on behalf of Visit Exmoor where required.
- Ability to link Board priorities to Visit Exmoor strategy therefore supporting CEO in ensuring outcomes are aligned to operational delivery.
- Motivate progressions of actions for which other Board Members are responsible for and to know when to raise issues with the Chariman.
 - Ability to provide regular reports to the Committee on progress.
- Ability to manage and support CiC Project Office, responsible for organising meetings, documenting and minuting meetings, tracking actions and completing papers and relevant documents.
- Capacity to command respect and represent Visit Exmoor, having a good understanding of both the commercial and local authority agendas.
- Willingness to be involved in Sub-Groups.
- 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.

Personal qualities will include:

- To be a passionate advocate and ambassador of Visit Exmoor, its purpose and its work.
- Possession of relevant contacts and capacity to make new links for the organisation.
- A commitment and belief in Visit Exmoors ethical and equitable, inclusive values.
- Objectivity, fairness, independence of mind, integrity, wisdom, discretion and good diplomatic skills
- Strategic vision and ability to focus on practical issues.
- The necessary time to be an effective officer of the Executive Committee.
- Good team player, working in small 'officer' team with Treasurer, Chairperson and Vice Chairperson.

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.

We will be accepting applications until Friday 21st October at 5pm.

If you are interested in applying, please email: chairman@visit-exmoor.co.uk