



UKINBOUND
THE VOICE OF INBOUND TOURISM

UKinbound Board Elections

Autumn 2023

2024 - 2027 Term

AGENDA

- Joss Croft - Welcome
 - Purpose
 - Structure
 - Legalities
 - Commitment
 - Process
- Lana Bennett, Treasurer
- Jennifer Cormack, Communications Committee Chair
- Rob Way, Membership Committee
- Q&A

THE BOARD

The UKinbound Board of Directors is a key part of the Association's Governance. In this respect we are similar to many private companies.

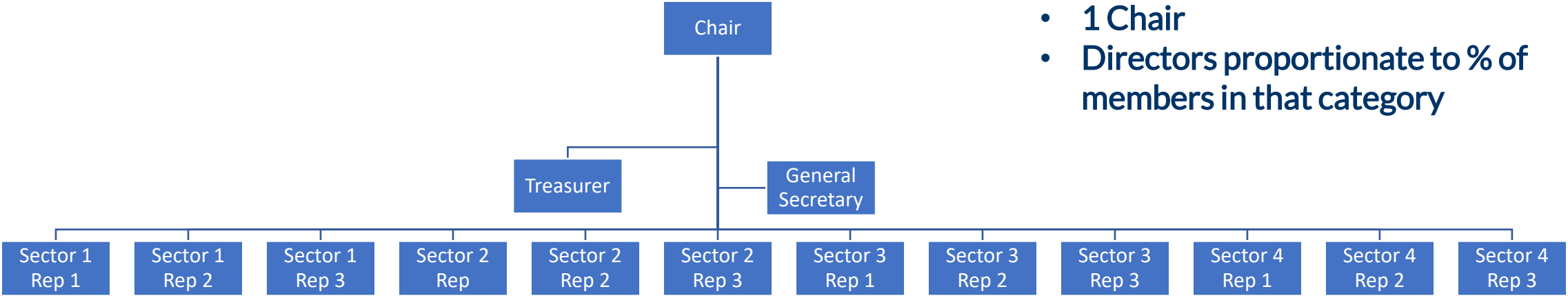
The rules of the association (the Constitution and the ByeLaws) direct this governance in UKinbound's case.

“The affairs of UKinbound and all matters relating thereto shall be managed by the Board of Directors (one of which shall be the Chair), which shall perform such duties as are necessary for the effective operation of the Association.”

PURPOSE OF THE BOARD

- To provide high-level oversight and governance of the association's activities and performance.
- To provide strategic direction and oversight for the company
- To ensure that the company is compliant with all relevant laws.

STRUCTURE



- 14 Directors
- 1 Chair
- Directors proportionate to % of members in that category



STRUCTURE

- The Chair and Board Directors are elected by the membership.
- The Chair designates the General Secretary, Treasurer, Committee Chairs and Committee Members from the elected Directors

We have 4 standing committees:

- Finance Committee – consisting of Chair, Treasurer and General Secretary
- Membership Committee – chaired by the General Secretary
- Events Committee – committee chair designated by Chair
- Communications Committee – committee chair designated by Chair

THE LAW

As a director, you must perform a set of 7 duties under the Companies Act 2006. These still apply if:

- you're not active in your role as director
- someone else tells you what to do
- you act as a director but have not been formally appointed
- you control a board of directors without being on it

1. Company's constitution
2. Promote the success of the company
3. Independent judgement
4. Exercise reasonable care, skill and diligence
5. Avoid conflicts of interest
6. Third party benefits
7. Interests in a transaction

Other duties you must perform as a company director include:

- not misusing the company's property
- applying confidentiality about the company's affairs



EXPERIENCE

Strictly speaking, no experience required, but preferable to have:

- Leadership and management experience
- Financial management experience
- Strategic thinking
- Good understanding of issues within the visitor economy and within their sector

COMMITMENT

- Ability to uphold legal requirements
- Must be employed by a fully paid member
 - Should a Director cease to be employed by a member they shall cease to hold office, unless they become employed by another member of the same category within a 30-day period, or otherwise agreed by the Board.
- Attendance at 4 Board Meetings per annum & 4 Committee Meetings per annum
 - A Director will be deemed to have resigned should they fail to attend 3 consecutive Board meetings without prior agreement from the Chair or General Secretary

ELECTIONS PROCESS

PROCESS

- Applications open from 2 October 2023
 - Candidates must be proposed and seconded by a full member, other than the member they are employed by.
 - All nominations must be accompanied by a declaration of willingness to stand and, if elected, to serve.
 - Candidates must have completed no more than two consecutive terms, ending February 2024.
- Voting opens to members and ratified by the General Secretary
- Board handover at AGM in February 2024
- Full instructions on application and voting process will be shared with the membership in due course

ALLOCATION

- 1 x Chair
- 14 x Board Directors
- Proportionate representation of membership categories at time of elections

OTHER USEFUL INFORMATION

- **Terms of Office**

- if you have completed two consecutive terms you are eligible to run again after a break of one term
- if you have completed two consecutive terms you are eligible to run for Chair without a break

- **Representation**

- You are representing your sector not your company

- **Liabilities**

- Insurance will protect you against any unintentional actions

SUPPORT AVAILABLE

- Chair and CEO, previous Board, your sector representative
- Constitution and Byelaws
- Induction pack
- Induction session
- Handover
- Companies House content (guidance, videos etc)

VIEWS FROM THE COAL FACE

- **Lana Bennett**
 - Treasurer
 - CEO of Tours International

- **Jen Cormack**
 - Chair of the Communications Committee
 - Sales and Marketing Director of Windermere Lake Cruises

- **Rob Way**
 - Board member
 - CEO of Tourism Media Group



QUESTIONS