



Terms of Reference – Culture & Commerce Operating Board

1. The purpose of the Operating Board is to ensure delivery is in line with the business plan, approving their own BID budget and the main projects to be delivered by the BID Team.
2. Members of the Operating Board should fully represent the businesses and membership within the BID Area boundaries. This should include a minimum of 70% BID Levy Payers who represent a range of business sectors, sizes, areas and ownership structures, including a minimum of two Directors from the Executive Board of the Liverpool BID Company (operating as Chair and Vice Chair of their respective Operating Board). Members can include persons who work in the levy paying area who are not levy payers, provided that number does not exceed 30% of the total members of the Operating Board. Min/max members will be 10 – 18 representatives, who are selected to reflect diversity within the BID areas.
3. Operating Board members are elected through an open and transparent application process. Under represented members may be invited to apply to maintain appropriate diversity across sectors and areas. All opportunities will be suitably advertised. All applications will receive careful consideration and selection will be based on passion and commitment to delivering the BID vision and business plan as well as skill set and knowledge.
4. Operating Board members are required to declare interests and in line with the Articles (section 21) the Board are required to authorise whether they constitute a conflict.
5. Operating Board members will be invited to serve an initial 5-year term, following which they can be reappointed to serve unlimited consecutive terms. The Chair and Deputy Chair will be invited to serve an initial 5-year term, following which they can be reappointed to serve one further consecutive term.

6. Operating Board members failing to attend two consecutive meetings (without prior permission) will be asked to resign. The minimum acceptable level of attendance at board meetings within a rolling 12-month period is 75%.
7. Operating Board meetings will be held quarterly in any one calendar year as a minimum.
8. The quorum for Operating Board meetings is six Operating Board members.
9. The Chair, who should not be public sector, carries a casting vote.
10. Agenda and papers for meetings will be decided by the Chair in collaboration with the Chief Executive and produced by any nominated relevant person.
11. Decisions associated with expenditure of the BID levy must be made in line with the published Procurement Policy and recorded in the minutes accordingly.
12. A minute-taker will be appointed for all meetings and minutes must be recorded and stored for a minimum of 10 years.