



DORSET
Local Enterprise Partnership

**Dorset Local Enterprise
Partnership CIC**

**Job Description – Board
Member**

March 2019

Purpose

Dorset Local Enterprise Partnership (LEP) 's Board Member will work with the rest of the Dorset LEP Board to provide overall guidance and strategic direction for economic development interventions in Dorset.

Board members have a responsibility to uphold high standards of integrity and probity. They should support the Chair and Deputy Chair in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Role and Responsibilities

The duties and responsibilities of a Board member are to:

- Attend Dorset LEP Board meetings;
- Reflect the agreed view of Dorset LEP Board and its members in all discussions with partners, stakeholders, Government and its agencies;
- Support the Chair by leading on activities relevant to their knowledge and experience by representing the interests of Dorset LEP in meetings with partners, stakeholders, Government and its agencies;
- Actively develop an effective business-public sector partnership;
- Contribute to the setting of the overall strategy, priorities, business planning, budget and the monitoring of performance and risk management;
- Contribute knowledge and expertise to identify the economic and demographic issues facing the area, the strengths and opportunities, and the initiatives which should be taken to drive economic growth;
- Formally represent Dorset LEP in meeting other bodies and partner organisations as required;
- Feedback to their stakeholders on Dorset LEP decisions and activities;
- Lead for the Board on particular issues and activities including serving on or chairing Programme Board and/or sub-groups.

Person Specification - Experience and Attributes

- Represent business at a senior level
- Have first-hand knowledge and current experience of the Dorset LEP business environment, through a strong and proven track record of local business leadership at business level
- Have substantial experience and understanding of structuring effective working relationships with both the public and private sector in local, regional and national forum
- Have knowledge, understanding and a demonstrable commitment to leading and delivering economic change in the Dorset LEP area
- Have the ability to make informed, balanced and independent judgements on key economic issues in Dorset
- Have the ability to consider the long term implications and broad view of issues, identifying opportunities and key risks
- Have the ability to act as an ambassador for Dorset, with extensive experience of working with the private sector and engaging the confidence of key businesses,

business organisations, local and central Government (including Ministers of State) and other agencies as appropriate.

Time Commitment

In addition to serving on the Board, members may be asked to serve on any ad-hoc committees as required, as well as attend other meetings and events on behalf of the LEP.

Whilst it is inevitable that the time commitment of individual members will vary, the following is considered a typical commitment required over a year:

- Minimum of 5 Board meetings of Dorset LEP
- Appropriate time before and between meetings to read papers and stay abreast of relevant developments
- Regular discussions and exchanges with the Chair.

The anticipated time commitment is one day per month.

Board members are de-facto ambassadors of the Dorset LEP, and as such there will be a number of events and activities throughout the year where some Board member attendance may be required, which will be agreed in advance.

It is expected that each Board member will do their best to support the LEP when their assistance is required.

Period of appointment

The normal term of appointment will be three years. Further details are in the articles of association.

Remuneration

The Board positions are not remunerated. Reasonable travel expenses will be reimbursed and all expense claims will be published in line with the Board's expense policy.