

## **ROLE DESCRIPTION FOR itsMF UK BOARD MEMBERS**

**22 July 2019**

### **Governance structure**

itsMF UK is a not-for-profit company (limited by guarantee) and is run as a member-based, independent association. Following a review and modernising of its Articles in 2015, carried out by the organisation's legal Directors and guided by London lawyers Russell Cooke, the Forum has a single Board of Directors as its lead governing body.

The Board is made up of up to 12 individuals, of whom four will be elected by the Forum's subscribing membership and up to three will be appointed by the Board (on the basis of particular skills or experience). The other individuals comprise the Chair, Vice Chair, Treasurer and up to two co-optees.

The four elected Board roles each represent a distinct section of the Forum's subscriber memberbase: i) Individual members; ii) Enterprise 5 or 10 members; iii) Corporate, Enterprise 25 and Enterprise 50 members; and iv) regional groups and special interest groups (SIGs). For the first three positions, the individual will be elected only by Forum members who belong to that particular member category. For Corporate and Enterprise members, it is the 'lead contact' registered at the Forum who is asked to vote on behalf of their organisation.

The newly formed Board will meet for the first time on 13th September 2019, following the completion of the summer 2019 election for the three vacant roles and the selection of three appointees by the current Directors. Board meetings will then be quarterly from December 2019. Day-to-day running of the Forum is handled by our small operations team, reporting to the Chair. The office is based in Bracknell.

### **Role summary**

In common with other Board members and as a legal Director of the Company known as Service Management Association Ltd., to provide effective leadership, direction and governance of the affairs and activities of the organisation, to uphold and promote the reputation and standing of the organisation, and ensure compliance with all relevant laws and regulations (including the organisation's own governing documents). Additionally, to champion and represent on the Board the views/concerns/interests of a specific part/aspect of the Forum's subscribing membership (as defined above).

### **General responsibilities shared with other Company Board members:**

- To ensure the organisation has a clear and motivating vision, mission and strategic direction to guide its operations
- To ensure the organisation has suitable and effective strategic and annual business plans and monitor their delivery by the staff team
- To manage and monitor the performance and results of the staff team and ensure effective working/liaison/reporting arrangements between them and Board members
- To protect the member-based ethos/culture of the organisation and ensure it stays in tune with the wishes, needs and expectations of the general membership

- To ensure sound management of the organisation's finances, including the setting/approval of annual budgets, monitoring cash reserves, monitoring actual performance against budgets, and proper investment of funds
- To ensure compliance with the organisation's stated objects and all relevant legal and regulatory requirements
- To act as guardians of the organisation's fixed assets taking all due care over their security, deployment and proper application
- To promote and safeguard the overall reputation, name, ethos and good standing of the organisation
- To ensure the organisation has strong and effective governance arrangements, including a framework of prudent and effective controls that enable risk to be properly assessed and managed
- To steer and oversee the development and management of relationships between the organisation and main external stakeholders – including principal suppliers, partner organisations, other professional/industry bodies operating in the ITSM sector, the media, and relevant educational bodies.
- To act, when needed, as a representative / ambassador / spokesperson for the organisation, acting in close liaison with the Company officers

#### **Specific additional responsibilities per role**

##### *Board Member representing Small Enterprise Members (Enterprise 5 and 10)*

- To act as the representative on the Board of all Forum members who hold an Enterprise 5 or 10 (organisational) Membership.
- The Board member is to represent the views/opinions/issues/interests of such members as service management professionals generally and, more specifically, as users of the services and benefits provided by the Forum.
- The Board member should seek to interact with relevant Members regularly e.g. at Forum events, telephone, Forum's online forum to keep in touch with their views.

##### *Board Member representing Large Enterprise (25/50) and Corporate Members*

- To act as the representative on the Board of all Forum members who hold an Enterprise 25/50 or Corporate (organisational) Membership.
- The Board member is to represent the views/opinions/issues/interests of such members as service management professionals generally and, more specifically, as users of the services and benefits provided by the Forum.
- The Board member should seek to interact with relevant Members regularly e.g. at Forum events, telephone, Forum's online forum to keep in touch with their views.

##### *Board Member representing Individual Members*

- To act as the representative on the Board of all Forum members who hold an Individual, Student or Honorary Membership.

- The Board member is to represent the views/opinions/issues/interests of such members as service management professionals generally and, more specifically, as users of the services and benefits provided by the Forum.
- The Board member should seek to interact with relevant Members regularly e.g. at Forum events, telephone, Forum's online forum to keep in touch with their views.

#### *Board Member representing Regional and Special Interest Groups*

- To act as the representative and champion on the Board of the views/interests/ expectations of people who get involved in the organisation's various member-run networking groups – including people who plan and organise such groups and people who take part in and use such groups as a particular membership benefit.
- The Board member should keep in regular touch with the chairs of regional and special interest groups and attend selected meetings they run.
- The Board member should encourage the Board to ensure member groups get the support, resources and marketing attention they need to fulfil their role well and also guide/assist the Board/staff team in ensuring effective co-ordination and development of the Forum's groups (for example, topics for meetings, types of meeting, opportunities for new groups etc).

#### **General eligibility criteria for persons to fill roles**

- The person himself/herself or their organisation must be in the same category of membership as defined in the Board role (does not apply to the role representing regional groups and SIGs)
- Previous experience as a Board member is desirable, but some prior experience at management level expected.
- For the role representing Regional & SIGs, ideally, this Board member will have been previously a chair of either a Forum regional group or SIG. It is also possible for a current group chair to be elected to this Board position, if he/she has enough time available.
- Evidence of recent, relevant engagement with itsMF UK, in particular with Regional and / or Special Interest groups
- Possession of a suitable professional or business qualification
- Some experience in or familiarity with IT service management as a discipline/sector
- Has the support of his/her employer (where needed)
- Can commit in each year to at least four Board physical day-time meetings, a strategy meeting, and periodic telephone discussions of the Board as needed
- Can and is willing to travel to attend meetings in Bracknell, Berkshire and/or Central London
- Is fluent in English • Will act in the best and general interests of ITSME UK and its members
- Will protect and not publicly divulge confidential Forum data and documents

#### **Terms of appointment**

- This is a voluntary, non-executive role. There is no employment relationship.

- There is no fee or honorarium expected to be paid, but all personal expenses incurred e.g. travelling to Board meetings will be fully reimbursed on request.
- Role is for a 2-year term in the first instance, with the right to stand for re-election after that time.
- Person appointed will need to sign a Non-Disclosure Agreement, complete a Disclosure of Interests declaration and abide by the Directors Code of Conduct and Social Media policy.

***Further information: [www.itsmf.co.uk](http://www.itsmf.co.uk)***