



## **BOGNOR REGIS REGENERATION BOARD (BRRB) MEMBERSHIP RULES**

### **1. Preface**

The Bognor Regis Regeneration Board was established in 2007 to act as an independent advisory body, bringing together leading representatives from the key public, private and third sector stakeholders in Bognor Regis. The Board recognises that an open, collaborative, partnership approach can generate and secure the economic and other benefits sought by those who live and work in the Town. Members of the Board are expected to be active, agile and ambitious in promoting the objectives of the Board and the interests of Bognor Regis.

### **2. Objectives of the Board**

The Board has three key objectives:

- To collectively promote Bognor Regis as a great place to live, work, study, visit and invest
- To consider, give opinion and comment upon how to what extent planned and proposed developments contribute to:
  - the town's growth and development
  - addressing and overcoming the town's socio-economic challenges; and,
  - maximising benefits and opportunities for the town.
- To consider and evaluate strategies which impact upon the economic growth of Bognor Regis and offer comment, opinion and where appropriate modifications.

### **3. Membership Criteria**

Members should:

- Have a presence and/or past, current or future interest in the locality of Bognor Regis.
- Share in the values of the Board as defined by its Corporate Strategy.
- Be drawn from the following sectors:
  - Private Sector - Businesses and organisations, including educational establishments, that are not owned or operated by the government.
  - Public Sector - Local government and all publicly controlled or publicly funded agencies, enterprises, and other entities that deliver public programs, goods or services.
  - Third Sector – Organisations whose structure cannot be determined by the private or public sector definitions provided above.

### **4. Prospective Members**

A prospective member can be invited to a Board meeting as a guest by the Board's Executive Director with the agreement of the Management Committee. Prospective members are required to respect the confidential nature of discussions at the Board meetings. This will enable the potential member to have an insight into the Board's activities and responsibilities whilst allowing Board members to meet the individual/organisation. The Board's papers, minutes and documents may not be shared with any prospective member or guest until such time as they become members. Prior to attending a Board meeting a prospective member will be briefed by the Executive Director on the Board's membership rules, confidentiality, etiquette and protocol for the approval of new members.

## **5. BRRB Membership Approvals**

Prospective members will be proposed by the Management Committee by unanimous agreement and put forward as a recommendation to the Board for majority approval by the BRRB Membership at a General Meeting.

## **6. BRRB Membership Tiers**

The Board offers membership at two levels:

- Full Membership: secured through annual membership contribution (financial rather than 'in kind') to BRRB Ltd, conferring voting rights and entitling qualifying members to assistance from the Advisor and Management Committee (subject to prejudicial interests), eligibility for Management Committee membership, attendance at the AGM and quarterly general meetings, the right to request agenda items, access to briefing packs and general updates and to any other benefits such as membership network contact information (subject to Data Protection), use of Board's logo, website listing, promotion via social media, The\_Track day passes and meeting room discounts.
- Associate membership: no annual fee, no voting rights, invitation to attend AGM & quarterly general meetings, receive meeting packs and general updates, website listing.

## **7. Role of the Management Committee**

The role of the Management Committee will be to consider and determine strategy, policy, financial and risk management and overall performance against objectives in accordance with its Terms of Reference and the Company's constitution. With respect to membership arrangements, the Management Committee will:

- Consider and determine BRRB Membership applications;
- Uphold compliance with the BRRB Membership rules;
- Nominate individuals for the role of Chair and Deputy Chair;
- Periodically review and/or amend the BRRB Membership rules for approval at the Annual General Meeting;
- Periodically review and determine the BRRB Membership fee structure;
- Assess and determine any breaches of the BRRB Membership rules;
- Evaluate and determine BRRB Membership suspensions and terminations in accordance with the BRRB Membership rules and where relevant, the Company's Articles of Association.

## **8. Responsibilities of Board Members**

### **Representation**

- Member organisations are expected to appoint a representative to the Board who should be a senior member of the leadership team or equivalent. Details of the representative and an alternate should be provided to the Executive Director who shall ensure secure storage of any personal or sensitive data.
- Representatives and alternates will be bound by these membership rules.
- Representatives are expected to attend all Board meetings and those of any Committee to which they are appointed.
- Updates on member activity which relates to the Board's own objectives should be provided for circulation to the membership prior to Board meetings.

### **Confidentiality**

- Members are required to respect the confidential nature of discussions at the Board Meetings or any additional meetings convened for the purpose of further discussion.

- All briefing packs and meeting documents, including update reports provided by member organisations, circulated to members or member representatives remain confidential and the property of the Board. They should not be circulated within the member organisations or to third parties.
- The minutes of Board Meetings are prepared by the Executive Director and following consultation with members are published to the Board's website and are therefore regarded as public domain.

#### Attendance

- Apologies for absence should be issued to the Executive Director at the earliest possible opportunity.
- Proxy arrangements or substitute/alternate details should be provided with apologies to support member participation.
- Members missing two consecutive meetings will be asked to consider their arrangements for representation.

#### Conduct

- Members are expected to uphold the values of the Board, as defined in its Corporate Strategy, at all times during the conduct of Board business or in relation to Board activity, including attendance at meetings or events or when providing comment in the public domain.

### **9. BRRB Membership Fee Structure**

Full members will be expected to support the resources of the Board by paying an annual membership fee to BRRB Ltd. To support the inclusion of a diverse membership and parity of status amongst members, the Board determines that:

- Only a financial contribution confers full membership and voting rights.
- One vote per member organisation.
- Fees will be considered and determined annually on a case-by-case basis by the Management Committee.
- The Board will publish total income as part of its summary budget and annual accounts but will not identify individual member contributions (although members may choose to publish this information themselves).
- Invoices will be raised at the start of the financial year and are due within 14 days.
- Members that have not paid their membership fees within 30 days of invoice shall have all benefits of membership withdrawn until the fees and any other arrears are paid in full.
- Refunds of membership fees will not be given.

### **10. Termination of BRRB Membership**

BRRB Membership will continue indefinitely until a member or member organisation:

- ceases to exist;
- no longer has any interests or presence in Bognor Regis as defined above;
- fails to respect confidentiality or the BRRB Membership rules of the Board;
- fails to make payment of annual membership fees within 90 days from invoice (subject to a majority vote of the Management Committee);
- resigns by giving fourteen [14] days prior written notice;
- fails to attend consecutive meetings of the Board for more than a six month period, except by leave of the Management Committee.

A member can be suspended or in exceptional circumstances removed by unanimous vote of the Management Committee.

**15<sup>th</sup> March 2022**