



Co-Cars Limited Chair Recruitment 2021

Thank you for your interest in the role of Chair of Co-Cars Limited. This candidate briefing sets out the requirements of the role and the recruitment process.

Role Profile

The collective responsibilities of the Board are:

- Strategy: Setting the strategic direction of the organisation and overseeing delivery of its goals.
- Planning: Approving business plans and budgets to meet the organisation's aims and objectives and scrutinising performance against them.
- Governance: Ensuring that the organisation complies with its society rules and other legal requirements or frameworks.
- Systems: Ensuring that the organisation has appropriate arrangements in place for managing risk, and compliance with its policies and procedures.
- Stakeholders: Ensuring that the organisation meets its commitments to funders, investors, members, and other stakeholders.

The role of the Chair is to:

- Act as an Ambassador for the organisation.
- Chair the Annual General Meeting and monthly Board meetings.
- Develop the Board, its effectiveness and ability to work as a team.
- Promote open, constructive discussion and consensus decision-making at meetings.
- Foster a positive and productive culture throughout the organisation
- Provide support to the Managing Director.
- Drive forward the delivery of Co-Cars strategy.

Person specification

The requirements for this role are:

1. A strong commitment to Co-Cars' aims and objectives
2. The ability to steer Co-Cars through its next stage of change and growth, following its successful recent community share offer.
3. The capacity to understand and reflect the needs and aspirations of our customers and the wider community that we wish to serve.
4. An appreciation of Co-Cars' context and ethos, as a Community Benefit Society.
5. An understanding of good governance and a commitment to the Nolan principles.
6. The ability to foster a culture of constructive scrutiny and support.
7. The credibility to lead and represent the organisation.

The post is unremunerated and the appointment is expected to be for a period of two years in the first instance.

Recruitment Process and Timeline

The process and timeline as follows:

- Applications open on 29th July.
- Application is by CV and a short covering letter (maximum two pages) setting out why you want the role and how you meet the criteria, to be sent to the Vice Chair Samantha Peters. (sampeters.home@gmail.com).
- The deadline for applications is 27th September with interviews taking place online/in Exeter on 5th October.
- A maximum of three candidates will be shortlisted to make a presentation to the current Board Meeting as part of the selection process (date to be confirmed).
- The successful applicant will be expected to attend the AGM (in October) and Chair their first Board meeting on 22nd October.

Interested applicants have the opportunity to speak to the current Managing Director, Mark Hodgson (who can be contacted by mark@co-cars.co.uk), and/or the current Vice Chair, Samantha Peters (sampeters.home@gmail.com), and are encouraged to do so.

Co-Cars Rules and Requirements

Co-Cars is a community Benefit Society and in accordance with its rules the post-holder must meet certain requirements set out below.

A director, chief executive or secretary cannot be appointed if they are (and must stand down if they become):

- *bankrupt; or*
- *convicted of an offence of dishonesty; or*
- *convicted of another offence (which, in the board of directors' opinion, makes them unsuitable to hold office); or*
- *disqualified from acting as a director (under the Company Directors Disqualification Act 1986); or*
- *unable to conduct regulated activities on behalf of another organisation because the Prudential Regulation Authority (PRA) withdraws their approval (under the Financial Services and Markets Act 2000 (FSMA), that person having previously been so approved); or*
- *unable to conduct regulated activities because the PRA makes a prohibition order against them (under FSMA);*
- *or (in the board of directors' opinion) physically or mentally unable to carry out their duties properly.*