



Bristol Energy Network CIC: Call for Directors

September 2020

Overview

The following document provides an overview of the network and what we expect of all Directors.

We welcome all nominations to become a BEN director. If you have any questions or would simply like to discuss whether this is an opportunity for you talk to one of our team or email Emilia Melville - coordinator@bristolenergynetwork.org

About Bristol Energy Network

Bristol Energy Network (BEN) (see www.bristolenergynetwork.org) is an umbrella organisation for all community energy groups in Bristol and the surrounding area. Founded in 2010 by a group of energy professionals and activists, the network was designed to share ideas, information and resources and facilitate closer cooperation and collaboration in projects and events between community groups working on sustainable energy issues. The network is a Community Interest Company with over 30 member organisations which we work with to develop and consolidate and expand upon previous activity.

Being a BEN Director

Directors are essential to ensuring that BEN remains healthy and sustainable and able to navigate changing times and economic climates. BEN can have nine directors on the board (<http://bristolenergynetwork.org/aboutus/board/>). We currently have 8, and at this AGM one director is stepping down and three are standing for re-election so there will be 5 vacancies. BEN directors are either elected by BEN members at Annual General Meetings (AGMs) or voted on to the board. BEN directors typically stand for a 2-year term after which they stand down or stand for re-election.

BEN director role and responsibilities:

- Supporting BEN to achieve its aims and objectives. See here: <http://bristolenergynetwork.org/aboutus/about-ben/>
- Ensuring the Company functions within its legal and financial requirements
- Acting as an ambassador for the organisation where necessary
- Offering your views and experience and supporting the strategic direction of the company
- Using your skills, knowledge or experience to help the board of directors reach sound decisions
- Taking part in monthly board meetings and offering some additional time between meetings

We are looking for directors with:

- Integrity
- A commitment to the organisation, its values and its objectives (<http://bristolenergynetwork.org/aboutus/about-ben/>)
- Time to offer to the company.
- Strategic vision and an ability to think creatively.



- An ability to work effectively as a member of a team.
- A willingness to accept the legal duties and responsibilities of directorship. (Training available)
- In particular, we are looking for people with experience of company secretary work (see *Company Secretary Role* below), legal, business development, human resources and fundraising

We can offer you...

- The chance to be part of a community interest company at an exciting time in its development, and to have an impact in the city.
- The opportunity to be part of our small, dedicated, friendly team.
- The opportunity to make a difference to how Bristol and the wider region moves towards a lower carbon, socially justice energy system.
- Experience of being on a Board of Directors, with training and development opportunities.

BEN welcomes all nominations to become a Director. We are also keen to ensure the network is representative of the community it serves, and especially those most affected by energy issues such as fuel poverty. Therefore, we particularly welcome applications from BME communities, older people, disabled people and low-income communities.

Standing to be a director at the AGM

If you wish to stand for election at the AGM we will ask you to complete a short application form, which includes a short (up to 200 word) piece describing yourself to members who will be voting at the AGM. Please get in touch with coordinator@bristolenergynetwork.org by Tuesday 14th October to request an application form. People standing for election as directors are encouraged to come to the AGM (on zoom) on Wednesday 4th November to give a 2min introduction to yourself and your interest in BEN. Appointment will then be confirmed by a vote. Candidates who are present at the AGM are much more likely to be elected.

Company Secretary Role and Responsibilities

This is another key position within the organisation, supporting the activities and achievements of BEN. You will:

- Ensure the requirements of Companies house are met, through:
 - Ensuring that board meetings and other meetings (such as the AGM) are properly administered, including: planning meeting dates, booking rooms, sending out notifications, minutes and other papers and drawing up agendas together with the Chair.
 - Maintaining an up-to-date list of Directors at Companies House.
 - Maintaining up-to-date membership records.
 - Ensuring that annual returns are made to regulatory bodies as appropriate and in the correct format.



- Ensure that board meetings including decisions and actions are adequately minuted.
- Maintain accurate and up-to-date membership records (in accordance with the Company constitution and Companies house requirements)
- Make arrangements for any necessary reporting to be done, such as the annual report to members (alongside board members)

To fulfil the company secretary role, we are looking for someone who is:

- Organised and methodical
- Able to take good minutes.
- Able to keep accurate records.
- Able to give good advice on procedural matters
- Has the relevant skills to organise a meeting well
- In addition, we seek someone who has a good understanding of company law (*we can offer additional training on this for the right person*).

General Director Role and Responsibilities

If you do not fancy these specific roles, we are also keen for Directors to join with a wide range of skills including HR, Fundraising, Community Energy, business development and most of all the passion to make a difference.