



# Joining the **National Back Exchange** Executive Committee

## **Information pack**

Updated: June 2021



# What is the Board of Directors?

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National Back Exchange is a member association managed by a Board of Directors (The Board). The Board are elected from the membership each year at the AGM. Their key role is to ensure the effective management of the association. They hold joint responsibility for all decisions made and all actions taken.

The Board is made up of 11 members. Collectively the Board oversees the running, in association with a management company, and the strategic direction and development of NBE.

# What are the Board roles?

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The Board provides a cohesive approach to strategic planning and decision making to drive NBE according to its mission, vision, and values. The Board works closely with Echo, our management company, to ensure they can perform their role to the best of their ability. Individual Board members have specific roles and responsibilities. These are partitioned into the following areas:

**Management** - involves the Chair, Vice Chair, Secretary and Finance Director. The Chair holds the most senior position on the Board and is responsible for leading NBE. Their primary role is to ensure effective assessment and improvement of NBE. This role is supported by the Vice Chair. The Secretary ensures NBE complies with the relevant legislation, regulations, and governing policies. The Finance Director provides a balance between short term investment versus the long-term financial stability of NBE, contract management and that all expenditures are in pursuance of NBE's objectives.

**Membership Director and Liaisons** - are responsible for the needs of the membership, including affiliated Local Groups and Advanced Members. Their role is to connect to our members, respond to their requests and queries and promote member benefits to ensure all members get the best out of NBE.

**Marketing Director** – works closely with our management company to promote NBE, design advertising and social media campaigns, maximise income and develop long term strategies to develop the strength of NBE as a brand and an organisation.

**Education and Development Director** – is responsible for identifying educational opportunities, arranging CPD events and designing programmes that will enable NBE and its membership to constantly evolve and develop.

**Conference Director** - works closely with our management company Echo, to design, develop and deliver NBE's annual conference.

**Events Coordinator** - is responsible for organising, hosting, and coordinating events, such as CPDs, Chat Live and Local Officer events. Their role includes interacting with external conferences and events to ensure NBE is at the forefront of the Moving and Handling world.

**Communications Director** – works across the Board to disseminate information through the website, maintains and develops the support tools such as the Membership Forum, Libraries etc.

## What does a Board role offer?

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You will be joining a vibrant and committed Board. You will develop new skills and hone your current ones, all of which enhances your personal and professional development. The Board brings together a group of people from various backgrounds, with vast experiences

and a diverse range of knowledge and skills. The Board works as a team to support and learn from each other.

NBE actively contributes to national working parties and projects as well as supporting research and practice development. This enables you to drive conversations, influence practise and get a say in shaping the future!

NBE reaches far beyond the membership. It connects with private, public, and educational sectors. It provides enormous networking opportunities. This is particularly so of Conference, of which free attendance comes as part of the job role offer. Many long-lasting professional and personal relationships have been formed through the Board roles.

Your role is a prestigious one, which adds value to your CV. It provides the opportunity to impress your manager, your colleagues and/or your customers. It will increase your job prospects or act in your favour when sourcing work. Your new role adds to your repertoire of knowledge and skills, elevates your reputation, elevates your organisation's reputation, and endorses you as a committed practitioner. The biggest benefit of all is the opportunity to contribute to the development and success of NBE. It allows you to give something back to both NBE, and the Moving & Handling world.

## What skills do I require?

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### **Vision, passion, commitment, time, and motivation...**

- A vision for what the future of moving and handling could and should look like.
- A passion for moving and handling and NBE.
- A commitment to NBE.
- An ability to devote the necessary time and energy to NBE.
- An ability to work both collaboratively and independently.
- Hold basic computer skills and have access to a suitable device.

## What does it involve?

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The Board roles are a one-year tenure with the ability to extend year on year (if voted in). To get the best out of the role we advise a minimum of two years. This will accommodate an induction period and then the opportunity to effect change and see the benefits of your work. The maximum tenure is six years. The Board meet eight times per year with a mixture of half day and full day meetings. These are a combination of face to face and virtual. Commitment to attend these meetings is essential. From time to time the Board may be required to arrange ad hoc or emergency meetings. These may require all the Board or just relevant Board members to attend.

Throughout the year NBE delivers virtual educational events. Some of the Board are required to help arrange, present, and support the events.

An important form of communication between the Board and with our members is through email. Part of the Board role is to monitor, manage and respond to requests on a minimum twice weekly basis.

Obviously, there may be times when you are unable to attend a meeting or respond to email requests. However, unless you can commit to at least 80% of the commitments you may not be able to fulfil your Board role. Not to worry though, you may be able to contribute your time, experience, and skills in other ways, such as a member of a sub-committee. These roles are just as valuable to NBE as a Board role but involves less time commitment.

## How do I join?

In the first instance, interest should be directed to the Chair [chairman@nationalbackexchange.org](mailto:chairman@nationalbackexchange.org). This will give you the opportunity to discuss the Board roles and where your skills and interest best lies.

Members are then invited to apply for a Board role using the Nominations to the NBE Board of Directors form which can be found on the website. As all members of the Board must resign annually, all roles become vacant each year.

Written nominations should be received at least 60 days prior to the AGM. The AGM takes place in September, the exact date is advertised on the website. Any remaining vacant posts are filled from the floor at the AGM.

Each nomination must include the consent of the nominee and be supported by two seconders. All nominees, their proposers and the seconders must be current members of NBE at the time of nomination and election at AGM otherwise the nomination is void.

Where nominations exceed vacancies, an election ballot will be held at the AGM. Successful nominees take their position on the Board at the AGM.

## Meeting Schedule for Board of Directors

Members accepting a nomination to the Board of Directors must, as far as is reasonably possible, be available to attend the meetings listed below, in particular the November Business planning meeting following commencement in post. The majority of meetings will be held via Zoom video conferencing.

6th Oct 2021	14.00 - 18.00	Welcome new executive
5th & 6th Nov 2021	09.00 - 17.00 both days	Business planning meeting (Depending on Covid 19 restrictions this will be a face to face meeting at Jurys Inn Hinckley Island)
14th Dec 2021	09.00 - 13.00	Regular meeting

19th Jan 2022	09.00 - 17.00	Regular meeting
10th March 2022	14.00 - 18.00	Regular meeting
4th May 2022	09.00 - 17.00	Regular meeting
4th July 2022	09.00 - 13.00	Regular meeting
8th Sep 2022	09.00 - 17.00	Regular meeting

## Contacts

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**Gateway to NBE for general enquires:** [admin@nationalbackexchange.org](mailto:admin@nationalbackexchange.org)

**Chair of NBE - Simon Love:** [chairman@nationalbackexchange.org](mailto:chairman@nationalbackexchange.org)

**Website:** [www.nationalbackexchange.org](http://www.nationalbackexchange.org)

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