



Zion Community Space Director's Application Information Pack

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Thank you for considering becoming a Director of Zion Community Space. This is an exciting and challenging time to join the Board of Directors. Zion was founded as a social enterprise in 2011 and over the past eighteen months, it's transformed rapidly by becoming a Community Benefit Society (CBS). It's now owned by 345 community shareholders and is managed on their behalf by the Board of Directors.

ZION'S MISSION

The objects of the Society are to carry on any business for the benefit of the community by creating a safe creative space for all local residents to use, regardless of age or background and to encourage intergenerational co-operation and growth of local capacity and decision making by, but not limited to, providing:

- Facilities for the use of the local community to ensure a healthy, active and economically thriving population.
- Services for the local community, directly or indirectly including:
 - Community Café
 - Leisure and special occasions events
 - Meeting Spaces
 - Office Spaces & Hot Desking
 - Opportunities for community engagement, volunteering, the empowerment of local people.



THE ROLE OF A DIRECTOR

Our Board of Directors speak on behalf of all our community shareholders and direct how Zion is managed and run. As a director, you will:

- **Provide advice and guidance:** Using your professional or lived experience, you will help the Board make strategic decisions. You may also provide specific expertise e.g. employment law, premises management, HR, accounting, media or knowledge of the local community
- **Uphold governance:** Ensure that Zion Community Space is striving to meet its mission. As part of the Board, you will receive regular financial updates, evaluations and reviews
- **Hold the staff team accountable:** You will help the Board ask the right questions of the Centre Manager and staff team
- **Be a champion for Zion:** You will spread the word about Zion Community Space through your networks and communities, promote awareness and look out for partnership or grant opportunities

You can see the current Board of Directors on the About section of our website: www.zionbristol.co.uk.

PRACTICALITIES OF BEING A DIRECTOR

- The estimated time commitment for a Zion Director is about 8 hours per month in the first year and may be less in subsequent years
- The Board will meet once a month for 1.5 hours each time in the first year, but this may reduce in subsequent years
- Directors are expected to attend all board meetings
- Ad-hoc advice or input may be requested in between meetings
- Directors must not personally benefit from their role as this is a voluntary position. However, out of pocket expenses will be covered by Zion
- New directors will be given an induction to the role including support through induction meetings, training and mentoring

WHO CAN APPLY?

The Board is aiming to be representative of the local and wider communities of south Bristol and welcomes applications from people of all backgrounds regardless of age, ethnicity, heritage, gender, sexuality, and other differences.

Required

- You must be over 18 years of age
- Be a member of Zion Community Benefit Society i.e. have invested through the Community Share Offer
- Be committed to the objects, aims and values of Zion
- Be willing to devote the necessary time and effort to the role (monthly directors meetings and support as and when needed)
- Maintain confidentiality on sensitive information and declare any conflicts of interest

Expertise we're looking for

We are committed to ensuring that board membership includes the depth and breadth of professional skills and personal lived experience required to make sound decisions on the Society's strategic direction and provide effective scrutiny of the delivery of our objects. We would particularly welcome applications from members (investors) who have proven skills or experience in property management, the hospitality industry, finance, HR or volunteer management.

Overall, however, it is more important that you are passionate about making Zion a success for the whole community and can commit to the time required.

THE PROCESS

Application process

1. Complete and submit the application form by post or email by **Thursday 31st August**
2. Attend the AGM on **Tuesday 12th September** at 7pm (please let us know if you're unable to attend in person)
3. There's the opportunity for each applicant to make a 2 minute verbal statement at the AGM, or opt to have their written statement from their application read out

Election process

1. Board members will be elected through an online vote which will open on 13th September and run until 19th September
2. Members can vote for any candidate but may be presented with recommendations made by the Board, based on the criteria outlined above
3. Election results will be announced on 20th September

Want more info?

If you would like further information about the process or would like an informal discussion with one of the current directors, please contact community@zionbristol.co.uk FAO Martin Grant.

