

# Director of Brooks Cafe CIC

## Introduction

### Current information about directors

Our existing Directors have a range of professional skills.

We are particularly interested in recruiting new Directors who live or work within Patchway or surrounding areas and understand what it's like to live in the area.

The current Directors of Brooks Café CIC are as follows:

- Paul Timmins, Chair (also a Director of Southern Brooks)
- Julie Close, Chief Executive, Southern Brooks
- Corrina Wood
- Andy Bell (also a Director of Southern Brooks)

The role of a Director is voluntary.

Brooks Café CIC is a community café, based in the heart of Patchway, South Glos. It is a lifeline to many people in the local community as there are hardly any other places nearby to access homecooked food and a friendly welcome. It is situated in one of the priority neighbourhoods of South Glos and many people use it for their only hot meal of the day.

Brooks Café has been open for a number of years. This is an exciting time to join us as a Director with a new café manager, a new cook and a fresh approach to running a sustainable community business.

### What is a CIC?

A Community Interest Company (CIC) is a limited company, with special additional features, created for those who want to conduct a business or other activity for community benefit and social good, and not purely for private advantage. Brooks Café is a wholly owned subsidiary of Southern Brooks Community Partnerships. Our aim is to provide a friendly, inclusive community café, where people can meet others, volunteer, learn new skills and enjoy delicious food.

# What it involves

Normal term of office:

3 years from appointment.

Time Commitment:

Directors are expected to attend all meetings. These usually take place quarterly, with additional meetings arranged if required. Also expected to put in the necessary time to scrutinise

papers ahead of these meetings, and to participate in telephone/email discussions between meetings. Directors are encouraged to take on additional responsibilities, matched with their knowledge, skills, experience and interests, as their time allows.

Reporting structure:

The Directors are jointly and severally responsible for the overall governance and strategic direction of the CIC. The Chair of Brooks CIC reports at least quarterly to the Trustees of Southern Brooks Community Partnerships, as the parent company.

## Leadership

As with any other company, the Directors of Brooks Café CIC occupy an important position of trust and general company law imposes on them a range of duties to the company and other responsibilities. The Directors are also responsible for ensuring that the company meets its statutory and other obligations. The CIC Directors are responsible for ensuring that the company is run in such a way that it will continue to satisfy the community needs and interests. In practice, this will mean having regard to the community interests and benefits the CIC is intended to serve. In some cases, this means giving more weight to those interests than to generating financial returns for investors in the company. However, the company must aim to maintain a good financial return.

It is also important not to take on the role of Directors lightly; it is not a matter of status but a commitment to take on an important role and obligations.

The role of Directors is to govern the CIC. Directors are responsible for the general control and management of the CIC, ensuring that it is solvent, well run, and delivers the charitable outcomes for which it has been set up for the benefit of the public.

# Person Specification

Out of pocket expenses:

Reasonable “out of pocket” expenses will be reimbursed in accordance with the Company's expenses policy.

As far as is reasonably practicable the Directors collectively should have between them, as a minimum, the following skills, knowledge and experience:

- understanding of the needs of the CIC's beneficiaries
- leadership skills
- business management skills
- administration skills
- financial experience and skills
- experience of marketing and communications
- experience of CIC fundraising/income generation
- understanding of customer service
- entrepreneurial/business skills

Individuals must have a strong empathy with the CIC's mission. All Directors should be aware of, and understand, their individual and collective responsibilities, and should not be overly reliant on one or more individual Directors in any particular aspect of the governance of the CIC.

## Experience:

Directors should be able to demonstrate as many of the following as possible:

- successful experience of operating within a board in a charitable, public sector or commercial organisation;
- sound understanding of CIC governance;
- demonstrable experience of building and sustaining relationships with key stakeholders and colleagues to achieve organisational objectives;
- good listening skills;
- a proven track record of sound judgement and effective decision making;
- a history of impartiality, fairness and the ability to respect confidences; and
- a track record of commitment to promoting equality and diversity.

# Person Specification

## Knowledge and skills:

Directors should be able to show:

- commitment to the CIC, its objectives;
- self-motivation;
- a willingness to devote the necessary time and effort to their duties;
- preparedness to speak their mind;
- a willingness to be available to other Directors and volunteers for advice and enquiries on an ad hoc basis;
- good, independent judgement and strategic vision;
- an understanding and acceptance of the legal duties, responsibilities and liabilities of Directorship;
- an ability and willingness to be an ambassador/advocate for the CIC, including through professional and/or personal networks; and
- an ability to work effectively as a member of a team.



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