

The Chartered Institute of Building

## **BUSINESS DEVELOPMENT BOARD**

### **BOARD MEMBER'S JOB DESCRIPTION**

The duties of a Board member are as follows:

#### **COMPLIANCE:**

- To help to ensure that the Business Development Board complies with the Royal Charter, pursues all objectives and applies all resources solely in pursuance thereof.

#### **LEADERSHIP AND TEAMWORK**

- To attend and contribute actively and effectively, to the Business Development Board.
- To help to ensure the Business Development Board works in accordance with their Terms of Reference.
- To offer appropriate contribution and make considered judgements as a member of the Business Development Board.
- To declare any conflict of interest whilst carrying out the duties of a Board member.

#### **REPRESENTATION AND IMAGE**

- To safeguard and promote the good name and values of the organisation.
- To abide by the equal opportunities policy.

#### **GENERAL**

- To serve on the Business Development Board for a 3 year term of appointment (in the case of co-opted members the term shall be 1 year). The Board may, at its discretion, invite a member to complete a second term. No Board Member shall serve for longer than 6 consecutive years, no co-opted member for longer than 2 consecutive years.
- To attend meetings as required. Where attendance is not possible to ensure timely apologies and supporting reasons are provided.
- To use any specific knowledge or experience to assist the Business Development Board in reaching sound decisions (see key competencies).
- To participate in other tasks that may arise from time to time as designated.
- To keep updated about the activities of the organisation and the wider issues which affect its work.

## **Key Competencies:**

### Core Skills:

- Understanding and commitment to the organisation and its objectives
- An understanding and acceptance of the duties, responsibilities and time commitment to fulfil the role
- The ability to make good, independent judgements
- The ability to develop business development strategies
- The ability to assess the performance of the various strategies
- An ability to think creatively
- Willingness to speak their mind
- An ability to work effectively as a member of a team
- The ability to influence, empower and where necessary lead a team

### Significant experience in one or more of the areas below:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations.
- Public relations / communication / marketing
- Business Development
- Education
- Relationship Management
- Assessment of marketing opportunities and target markets
- Intelligence gathering on customers & competitors
- Lead generation
- Product development & performance monitoring
- Proposal writing
- Lobbying