**Forest Economic Partnership Nomination Form – January 2025**

Following Neill Rickett’s announcement that he will step down as Chair of the Forest Economic Partnership (FEP), FEP are now opening the search for a new Chair to lead the organisation.

The Forest Economic Partnership was formed in January 2018 after recognising a need for an organisation that connected businesses with each other and resources and provided a united business voice. FEP was set up as a Community Interest Company in October 2019 and has grown from strength to strength, overseeing a number of significant projects and subgroups. Currently FEP has 2 active subgroups, Education & Skills and Climate Action & Net Zero.

Neill Ricketts took over as Chair in October 2020 and has overseen the FEP’s growth in this time. However, due to changing circumstances Neill has chosen to step away from the FEP to focus on his other work commitments. Neill has committed to stay on as Chair until a successor is found, at which point he will officially step down.

The current Board of Directors have been invited to nominate themselves as Chair in the first instance, and the FEP are now extending this invitation to submit an expression of interest/nomination for the role of Chair from outside the FEP Directors.

**About the Role**

The Chair will work with the Company Secretary to ensure that Director decisions are acted upon and that FEP is managed effectively. The Chair particularly should be sympathetic to the difference between the role the Board of Directors play in developing and agreeing the strategic direction of the organisation and that of the Project Managers Group (PMG) in applying that strategy to the day-to-day operations of the organisation. The role can be summarised as follows:

● Leadership of the Board, ensuring its effectiveness on all aspects of its role and setting its agenda. ● Ensuring the provision of accurate, timely and clear information to Directors.

● Ensuring effective communication with the membership.

● Arranging the regular evaluation of the performance of the Board and individual Directors.

● Facilitating the effective contribution of Directors and ensuring constructive relations between the PMG and the Directors.

**The Chair’s Main Responsibilities:**

● Leading the Directors and members of the PMG in the development of strategic plans for the organisation.

● Providing leadership and support to staff and ensuring that the organisation is run in accordance with the decisions of the Directors, the organisation’s Memorandum and Articles and relevant legislation.

● Liaising with the Company Secretary and Admin Officer with the drafting of agendas and supporting papers for Board meetings, ensuring that the business is covered efficiently and effectively in Board meetings.

● Undertaking a leadership role in ensuring that the Board of Directors fulfils its responsibilities for the governance of the organisation.

● Leading on, with the assistance of the Company Secretary where appropriate, the development and implementation of procedures for Board induction, development, training, and appraisal.

● Implementing an effective communication strategy that includes the needs of staff, beneficiaries and other stakeholders.

● Liaising with the Company Secretary to lead on the planning and convening of setting and Chairing of Board meetings and AGM’s.

● Chairing quarterly online Board and in person stakeholder meetings.

● Ensuring Board decisions are acted upon and followed through.

● Leading disciplinary procedures and recruitment, where appropriate and in line with the organisation’s agreed procedures.

● Maintaining the Directors’ commitment to Board renewal and succession management, in line with the Memorandum and Articles and other governing documents.

● Ensuring that the performance of the Board, as a whole, and the Directors individually is reviewed on an annual basis.

**Requirements**

* The Chairing role usually requires no more than 3-4 hours a month but this may vary depending on FEP activity.
* The new Chair should have a strong connection to the Forest of Dean and recognise the districts unique character and economic potential. However, residency of the Forest of Dean is not essential.
* The Chair should have a positive relationship with the business community of the Forest of Dean and an understanding of the challenges businesses face both nationally and locally. The Chair should be a strong advocate for the local business voice.

**Personal Information**

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| **Full Name:** |
| **Email:** |
| **Phone number:** |
| **Home address:** |

**Application**

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| **Why are you nominating yourself for Chair of FEP? (Provide a brief explanation of why you would like to serve as Chair** |
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| **What is your vision for this role? (Describe your goals or plans for the FEP)** |
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| **Relevant Experience or Qualifications:** **(List any prior or current leadership roles, achievements, or experience that show your ability to serve as Chair.)** |
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| **Are there any prior commitments Directors should be aware of? I.e. routinely unavailable days, upcoming holidays etc** |
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| **Please share any Declarations of Interest here** |
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