



Supporting the hair, beauty
and barbering industries

BOARD MEMBER - DESCRIPTION OF THE ROLE

The Board is the governing body of the National Hair & Beauty Federation (NHBF). Its role is to protect and promote the interests of NHBF and its membership as a whole, having regard to all interests and issues relevant to NHBF and its members.

This is detailed in the Board Governance Framework document.

ABOUT YOU

You must be over 18 and you must have been a member of the NHBF for at least one year.

As well as having experience of being an employer and a business owner within one or more of the hairdressing, barbering, beauty or aesthetics industries

The following skills and experience will be helpful:

- Business-minded with commercial understanding
- Good understanding of budgets and accounts
- Willing to fully participate in constructive debate
- Be able to demonstrate trust, openness, respect, honest communication and integrity
- Able to make decisions based on NHBF's strategy and the interests of NHBF members
- Able to set aside personal interests and fully support collective decisions
- IT literate, able to use email and willing to use technology, e.g. online surveys

A board member is asked to contribute to the NHBF board skills matrix to identify specific skills and knowledge to ensure the NHBF board can successfully fulfil its role. This matrix will be reviewed on an annual basis, to ensure the board has a diverse range of members to protect and promote the interests of NHBF and its membership.

New Board members will be given a full induction and any training needed to help them fulfil the role.

TIME COMMITMENT

Meetings

Board meetings:

The Board meets 4 times a year. Meetings are usually held on a Monday between 11.00am and 3.00pm, but on occasion an extraordinary may need to be held. The meetings are hybrid usually, two meetings will take place in person either in London or at the NHBF's office in Bedford and two will be online, as detailed in the board meeting schedule.

Annual General Meeting:

Board members must also attend the Annual General Meeting (usually held immediately after a Board meeting) and any training sessions as arranged.

Advisory Boards:

The NHBF maintains a number of advisory boards, who specifically feed into broad areas of work or policy as detailed on the NHBF organisational chart. Each advisory board is led by a relevant NHBF director, who will advise on the time and frequency of meetings, which will be dependant on activity or priority against the NHBF strategy, vision and mission, key strategic objectives and measures. As Board member you will be expected to be involved in at least one of the advisory boards and attend a minimum of four meetings. A least one Board member will need to be on each advisory board, the NHBF President has overarching discretion on who may attend.

Board members may also attend other meetings (e.g. working group meetings, sub-committee meetings, external groups) as agreed. After they have been on the Board for a year, Board members are eligible to put themselves forward for these positions each year. Selection is done by other Board members voting for the individual who they consider to be most suited to the roles available.

Ambassador:

As a NHBF Board member you are also asked to be an ambassador for the NHBF. This will include at every relevant opportunity:

- Promoting the benefits of the NHBF membership and actively seeking to recruit members
- Promote NHBF campaigns.
- Regularly like, share and create social media posts.
- Visiting a least two sector exhibition and/or show and/or meeting representing the NHBF
- Completing at least four salon visits as part of the NHBF recognition campaign
- Participate in marketing materials such as blogs, newsletters, articles, Salon Focus magazine.

A NHBF ambassador pack will be provided alongside relevant social media assets. The NHBF marketing team and or SLB PR should be contacted for advice regarding any external media requests.

Terms of office are for 3 years. Board members can serve a maximum of 2 terms (ie 6 years in total).

EXPENSES

Travel expenses are paid, and overnight accommodation is provided where necessary, in line with the NHBF's travel and subsistence policy.