



## NHBF BOARD OF DIRECTORS - ROLES AND RESPONSIBILITIES

### OVERVIEW

The NHBF's Directors play a critical role in the success of the Federation. The Board is the governing body of the National Hair & Beauty Federation (NHBF), responsible for protecting and promoting the interests of NHBF and its membership as a whole. The Board has [significant legal and ethical responsibilities](#) to the organisation's staff, Members, and stakeholders. Strong and knowledgeable Directors help the organisation maintain credibility, provide important access to the membership, and serve as effective advocates for the NHBF.

The NHBF is a not-for-profit membership organisation and as such its surpluses are reinvested into the organisation for the benefit of its Members and the achievement of its strategic objectives. Within that context, the Board's main purpose is to enhance the prosperity and viability of the organisation by collectively directing the organisation's affairs for the overarching benefit of the NHBF's membership.

### KEY AREAS OF BOARD RESPONSIBILITY

1. Establishing the Vision, Mission and Values
2. Strategic Planning
3. Ensuring Legal and Regulatory Compliance
4. Financial and Operational Oversight and Scrutiny
5. Stakeholder Engagement
6. Appointment of the Chief Executive

### BOARD MEMBER REQUIREMENTS

#### Eligibility

- Must be over 18 years of age
- Must have been an NHBF Member for at least one year
- Must have experience as an employer and business owner within one or more industries in the hair and beauty sector (hairdressing, barbering, beauty, nails, or aesthetics)

#### Skills and Experience

- Business-minded with strong commercial understanding
- Good understanding of budgets and accounts
- Willing to fully participate in constructive debate
- Able to demonstrate trust, openness, respect, honest communication and integrity
- Able to make decisions based on NHBF's 5-year strategy/Implementation plan 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, virtual meeting platforms)

## **Accountability**

- Regular self-assessment of performance and contribution to the board
- Participation in annual board evaluation processes
- Commitment to ongoing professional development in governance matters
- Willingness to step down if unable to fulfil the expected duties and responsibilities
- Board members 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 is reviewed annually to ensure the board has a diverse range of members

## **TIME COMMITMENT**

### **Board Meetings**

- The Board meets quarterly (4 times per year)
- Meetings typically occur on Monday from 11:00am to 3:00pm
- Extraordinary/Exceptional meetings may be called on weekdays when necessary
- Hybrid meeting format: Typically two meetings in-person (London or Bedford NHBF office) and two online meetings per year
- Expected preparation time: 3-4 hours to review all board papers prior to each meeting
- Attendance of all scheduled board meetings ( All dates are available 12 months in advance)

### **Annual General Meeting**

- Mandatory attendance at the Annual General Meeting (typically held immediately after a Board meeting in July )
- Participation in any scheduled training sessions

### **Advisory Boards**

- Each Board member must serve on at least one Advisory Board
  - Quality standards and Education
  - Policy and Public Affairs
  - Membership and Community
  - Marketing, Comms and PR
- Expect to attend a minimum of four Advisory Board meetings per year
- Meeting frequency varies based on strategic priorities and activities
- Each Advisory Board is led by a relevant NHBF director
- Advisory Board assignments are determined by the NHBF President based on member skills and organisational needs

### **Additional Responsibilities**

- After one year of Board service, members become eligible for additional leadership roles such as representation on external advisory boards
- Selection for specialised roles is determined by Board vote based on individual qualifications
- Additional commitments may include working groups, sub-committees, or representing NHBF at external engagements

## **Ambassador Role**

As an NHBF Ambassador, Board members are expected to:

- Actively promote NHBF membership benefits and recruit new Members
- Support and promote NHBF campaigns through their networks
- Maintain regular social media engagement (minimum 2-3 posts/shares monthly)
- Represent NHBF at a minimum of two sector exhibitions, shows, or meetings annually
- Complete at least two salon visits as part of the NHBF recognition campaign
- Contribute to marketing materials (blogs, newsletters, articles, Salon Focus magazine)
- Estimated time: 5-8 hours per month for ambassador activities

## **TERM LENGTH**

- Terms of office are 3 years
- Board members may serve a maximum of 2 consecutive terms (6 years total)
- A minimum commitment of one full 3-year term is expected

## **EXPENSES**

- Travel expenses are reimbursed according to the NHBF expenses policy
- Overnight accommodation is provided when necessary
- Expense claims must be submitted within 30 days of incurring costs

## **TOTAL TIME COMMITMENT**

- Estimated monthly commitment: 10-15 hours including meetings, preparation, and ambassador activities
- Annual commitment: Approximately 120-180 hours per year

## **INDUCTION AND TRAINING**

- New Board members will be given a full induction and any training needed to help them fulfil the role
- An NHBF ambassador pack with resources and social media assets will be provided
- For external media requests, contact the NHBF marketing team or SLB PR for guidance