

Chichester Chamber of Commerce and Industry

BOARD MEMBER ROLE DESCRIPTION

1. Job Description:

Role:	Director
Remuneration:	Unremunerated. Reasonable reimbursement for travel costs.
Commitment:	Attendance at monthly Board Meetings (virtual & online) as well as attendance at Chamber events including monthly members' meetings.
Term of Office:	Three years and a maximum of three consecutive terms
Accountable to:	Chamber Members and the Chair of the Board of Directors

Role Description

As a director you will be responsible for ensuring the highest standards of governance are applied to managing the performance of the Chamber's activities and for representing the interest of the Members. We would also expect that you act as an ambassador where you will promote the Chamber's aims and objectives as appropriate across the business community.

Key Responsibilities

Support the Chair and Vice Chair, ensuring that the highest standards of governance are applied to managing the performance of the Chamber's activities and representing the interests of members.

Specific Duties

Governance & Leadership - a Director must:

- Exercise authority as a member of the Board in driving the Chamber's strategic development and achievement of its' aims, objectives and professional values
- Help to ensure the business is being conducted in accordance with corporate governance standards
- Provide strategic direction that facilitates the growth and development of the Chamber
- Act as a point of contact for members bringing any concerns to the attention of the office team or Chair
- Be fully conversant with the Chamber's commercial plans and priorities
- Understand the Chamber's financial position ensuring the Chamber has a strong financial standing.

Representation - a Director should:

- Act as an ambassador on behalf of the Chamber, attending events as appropriate, supported by the other Directors and staff
- Be an ambassador for the business community in Chichester & Bognor districts, promoting the Chamber's aims and objectives at appropriate meetings and functions
- Represent the known views of the Members on key issues affecting their businesses without prejudice of any personal beliefs

Performance Management - a Director will:

- Challenge the decisions of the team in a constructive and timely manner and provide balance, support and perspective when necessary

Time Commitment - A Director will be required to:

- Attend Chamber Board meetings (currently monthly)
- Where required serve on subgroups of the Board attending relevant meetings
- Attend the Chamber's Annual General Meeting
- Attend a minimum of 50% of Member's meetings scheduled during each 12 months starting with the month following their appointment, and it is desirable for Directors to support the Chamber and attend as many other events as possible.

Person Specification

Essential Criteria

- Successful senior business leader / owner who has held posts that encompass; operational, functional and strategic responsibilities.
- Genuine commitment to the Chamber network and an employee of a current member of the Chichester Chamber of Commerce.
- Excellent communication skills with strong personal and professional networks.
- Drive, commitment and availability. In terms of both time and availability to be able to fulfil the necessary time commitments and responsibilities as laid down in the Director's job description.
- Must be over the age of 18 years.
- Must be a member of Chichester Chamber of Commerce & Industry or be employed by a member.
- Must not be prohibited by law from being a Director