



**Uralla Shire Business Chamber Inc**  
**Guidelines for Board Directors**  
**2018/19**

**Notes**

These guidelines are just that, guidelines, and each Director can do as little or as much as they can cope with to fit in with busy life's and work.

Things can fall over if we try to do too much, little by little.

The Director is only the Coordinator and will need help from members, if members see anything on the strategic plan they would like to do they can contact the Director.

Subcommittees like the Business Directory, Awards Night and Welcome kit groups can be formed under Directorships.

All new projects need to be accepted by the members and expenditure also need to be approved by the members at a meeting.

Each Director will be given an opportunity, at our monthly meeting (1<sup>st</sup> Thursday of each month), to give a quick verbal update, or email a written report to the secretary to be send with agenda or a report can be tabled. Director can call on chairs of sub committees if required.

Everyone can only do their best, but if we commit to something it should be followed up and completed.

Remember don't be afraid to ask for help if it is needed, members should also keep in mind that their help is sometimes not required, you just need to offer and if it's not required this is no reflection on you, we just need to support the person organizing the project or event, let them do it their way and let them know that you are here if you are needed.

## **GUIDELINES FOR THE PRESIDENT**

Conduct interesting and informative meetings. If the meetings are interesting, the members will remain interested.
--

Always run to time. Most Weekly Meetings should only last for sixty minutes.
--

Keep control of your meeting if chatter begins.
---

Communicate with Regional Chamber
-----------------------------------

Along with Media Officer, handle Media interactions.
--

*Chamber Presidents should look to their Regional Chamber representative and peer Chamber Presidents for assistance and guidance if required*

## **GUIDELINES FOR THE Vice-PRESIDENT**

Support for the President
---------------------------

Act in the President's role in the absence of the President.
--

## **GUIDELINES FOR THE SECRETARY**

Prepare Agenda and email to members before the meeting
Attend to postal correspondence and clear the email inbox regularly.
Pass on correspondence to relevant Directors as soon as possible and record same.
(Check to see the Directors have acted on their correspondence at the next Meetings)
Reply or Forward correspondence as soon as possible.
Keep accurate minutes of Meetings.
Always respond to Regional Chamber requests as soon as possible.
Arrange to have the AGM before 30 November each year. (Elect Pres, Vice President, Sec, Treasurer, Board Members, Vice President.) Keep minutes of the AGM.
Assist President to start meeting on time and to keep to time. (Regular monthly meetings should finish within 60 mins)
Liase with Admin Officer to keep members informed of all important correspondence. (Email and facebook links to our website where important correspondence is uploaded to)
Co-ordinate guest speakers.

## **GUIDELINES FOR THE TREASURER**

Present a Financial Report monthly and at the Club's AGM.
Pay all approved accounts promptly.
Keep accurate records.
Pay Regional Chamber Dues as appropriate
Have audit completed on books in time for AGM.
Track and follow up payment of Membership Fees
Insurance

## **GUIDELINES for other directors**

Attend Board meetings when deemed necessary.

Discuss with other board directors via email, points raised outside of general meetings.

## **Guide Lines Administration Director**

Newsletter – Website, email and facebook updates for members and interested parties

Keep members informed of all important correspondence. (Email and facebook links to our website where important correspondence is uploaded to) – Liaise with secretary

## **Duties of the Media/Publicity Officer**

Assist the President with media interactions, coaching if necessary.

## **Duties of the Business Awards subgroup Leader**

Duties to be discussed and leader to be elected in General meeting early 2018

## **Duties of the Chamber Social Functions subgroup leader**

Duties to be discussed and leader to be elected in General meeting early 2018

A good balance of Social and Chamber Activities makes for a healthy Club

## **Duties of other subgroup leaders**

Duties to be discussed and leader to be elected in general meetings