

CHAMBER MISSION AND OBJECTIVES

The voice for business in Greater Exeter

Objectives

- To **connect** our members and **support** business growth
- To **improve and influence** the business environment, as Exeter's voice for business
- To **empower** members by providing insight into the business environment in Greater Exeter
- To **challenge** barriers to Exeter's future success as a centre for business
- To **champion** initiatives in Greater Exeter which support business success and sustainability

JOB DESCRIPTION

Chamber Board Directors are responsible for the governance and success of the Chamber.

Board members become corporate director and therefore assume the full set of director responsibilities as required by Companies House.

The Chamber is a delivery orientated organisation with a lean team which depends upon the active engagement of its director group to meet its objectives. Directors are expected to spend an average of between one and two days per month on Chamber business. This includes attendance at Board meetings and relevant meetings and events. The full set of possible duties in which directors can become engaged are listed below.

- Work with other board members and the Chamber team to develop ongoing strategy for Chamber
- Continue to develop Exeter's profile as a centre for successful business
- Attending at least 4 of the 6 Board meetings held each year. Currently Board meetings take place from 4.30pm-6.30pm on the 2nd Monday of every other month. Should a director miss

three consecutive Board meetings, the Chamber Chair will invite them for a discussion concerning the reasons for their non-attendance. Occasional additional planning and strategy meetings may be called.

- Attending regular Chamber events (and where applicable, chairing) to engage with members. This should include at least two lunches a year.
- Where applicable, chairing a Chamber sub-group
- Being a portfolio holder of an area of the Chamber's delivery services to offer guidance, support and give comments to press etc on request.
- Working with the Chamber team to representing the Chamber in the press /broadcast media – board members must be aware that they are representing the Chamber and not speaking in a personal capacity.
- Being a member of one of a number of task and finish groups that are created to carry out fixed term project and campaign work
- Supporting the Chamber team through attendance at specific types of meetings and events. This includes acting as the Chamber's formal representative at external meetings
- Providing feedback and timely decision making, at the request of the Chamber team
- Representing the Chamber on other boards and organisations - examples include the InExeter Board and the Heart of the South West LEP groups.

To apply, please visit: <https://exeterchamber.typeform.com/to/P47oYp>

For an informal chat please contact joanne@cathedralappointments.co.uk