



**FRANKSTON
BUSINESS
CHAMBER**

The people to see ...

Frankston Business Chamber Inc. Position Description – General Member

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| TITLE | General Member of the Frankston Business Chamber Inc. Board of Management (<i>here after referred to as “General Member”</i>) |
| REPORTS TO | President and Vice President of Frankston Business Chamber |
| REPORTING TO THIS POSITION | Nil |
| LOCATION | Suite 11, Ground Floor, 108 -120 Young Street, Frankston |
| CLASSIFICATION | Voluntary position that shall be appointed by the Frankston Business Chamber Board of Management for a term as determined by the Constitution |
| POSITION DESCRIPTION DATE | March 2009 |

Primary Objective

To take part in Frankston Business Chamber Board meetings by providing support and advise to all other General Members.

Duties and Responsibilities

To assist in making sound decisions in line with legislation and Frankston Business Chamber organizational and operational policies and procedures.

Reports To

Frankston Business Chamber Board of Management.

Qualifications

No specific qualifications are required for this position, merely a willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber and its members.

Accountability

The General Member is accountable to the Frankston Business Chamber members, the Board of Management, Corporate Affairs and any applicable funding bodies.

Extent of Authority

As per the Frankston Business Chamber's Constitution.



Experience

No specific experience required for this position. A willingness to learn and an ability to work with people, delegate tasks and most importantly an interest in the Frankston Business Chamber.

Other Requirements

- The General Member must be prepared to undertake a Portfolio position.
- A Confidentiality Agreement must be signed prior to commencement.

Approval

I approve the this Position Description

Signed: Date:/..../.....

Position:
(*President*)

Incumbent Statement :

I have read, understand and accept the terms and conditions of this Position Description

Signed: Date:/..../.....

Name: