

## Terms of Reference

<name>

### Special Interest Group

#### 1. Background

Special Interest Groups (SIGs) provide opportunities for its Members having common interests to take part in social and professional activities under the umbrella of Frankston Business Chamber.

Terms of Reference will be completed during the start-up phase for new SIG for approval by the Frankston Business Chamber Board.

#### 2. Activities

SIGS are intended to:

##### 1. Provide a framework for informal ongoing peer support

- This informal support may comprise informal peer-mentoring, socializing, email lists and discussions, specific peer support during crises, etc. The actual activities are decided by the SIG members.

##### 2. Provide a framework for holding informal or formal events related to the SIG's purpose

SIG members determine what events they would like to hold. Events could comprise:

- an informal networking event (SIG lunches, evening drinks, etc)
- a specific-purpose event for the SIG, perhaps with a speaker particularly focusing on the SIG members' interests
- a specific purpose event for all of Frankston Business Chamber, organized by Frankston Business Chamber at the suggestion of the SIG, and *hosted by the SIG*

##### 3. Provide a method of feeding issues affecting SIG members into Frankston Business Chamber and potentially into the wider profession and sector

- The SIG convenor feeds information and questions arising from the SIG activities to Frankston Business Chamber, which can then be used to strengthen the profession by seeking to address the issues raised.

#### 3. Specific Objectives

The <Name - what will the name be?> SIG will ..... <to be completed after start-up meeting>

#### 4. Structure of SIG's

The SIG's are intended to be essentially self-managing. However, assistance with administration and event coordination can be provided through the Frankston Business Chamber office if required. In addition, a Frankston Business Chamber Board member will be nominated to attend as the SIG "contact person" and assist if required during the start-up phase.

#### 5. Terms of Membership

The Board will appoint a SIG Convenor for a two year term (Convenors will be eligible for reappointment). Whilst SIG's are for Frankston Business Chamber members, guests of members may occasionally attend. SIG membership is a Frankston Business Chamber membership benefit, and guests who attend more than once would normally be expected to become members.

## **6. Rotation of Convenor**

The Convenor is encouraged consider appropriate succession planning and to appoint a Deputy Convenor to this end.

## **7. Meetings**

The SIG should meet at least three times per year, although this is largely directed by the SIG members.

## **8. Roles**

### **8.1. Role of SIG Convenor**

- a) to act within Frankston Business Chamber's Code of Ethics and Guiding Principles;
- b) to attend and convene SIG meetings and events;
- c) to be the key liaison with Frankston Business Chamber on all SIG matters;
- d) after initial start-up phase, plan a calendar of meetings (minimum 3 per year);
- e) identify topics of interest to Members and participants;
- f) to support in the recruitment of new SIG members where appropriate;
- g) provide Frankston Business Chamber with a list of attendees after each event;
- h) assist in promoting the benefits of Frankston Business Chamber membership and services at all times;
- i) the term of the SIG Convenor is two years; additional terms are at the approval of the Frankston Business Chamber Board;
- j) the SIG Convenor must be a financial Member of Frankston Business Chamber;
- k) seek appropriate authorization from Frankston Business Chamber for any special initiatives of financial or reputational risk;
- l) make recommendation to Frankston Business Chamber for workshops/seminars and speakers;
- m) the Convenor may establish a Committee to assist with the SIG by request to the Frankston Business Chamber Board;
- n) identify and communicate a Deputy Convenor to assist (succession planning);
- o) provide a short report for the Frankston Business Chamber Annual Report to Members;
- p) provide a short report for communication to members with 1 week of any SIG event;

### **8.2 Frankston Business Chamber is responsible for:**

- a) appointing and inducting the SIG convenor
- b) ensuring the SIG is adequately supported, conducting an annual review of the SIG, and ensuring the SIG convenor is carrying out their role appropriately
- c) maintaining liaison with the SIG Convenor and the Frankston Business Chamber Board
- d) providing publishing deadlines
- e) providing and maintaining a SIG member's contact list.
- f) advising the SIG Convenor of potential speakers as they approach Frankston Business Chamber.
- g) including details of the SIG on the Frankston Business Chamber website

### **8.3 If required, Frankston Business Chamber is available to assist with:**

- a) sourcing meeting room & catering.
- b) taking bookings for SIG events.
- c) preparing name tags for SIG events & host registration desk

## Frequently Asked Questions

### **“What are the benefits of becoming a SIG Convenor?”**

Frankston Business Chamber prides itself on leading and facilitating excellence and leadership. An SIG Convenor has a unique opportunity to shape the direction for businesses within the City of Frankston, and act as a mentor or champion for the Chamber membership. Participation in this process, plus exposure to cutting-edge information, research and debate, can also enhance each SIG Convenor’s personal and professional development and contribute to their career.

### **“How do I get appointed as a SIG Convenor?”**

Generally SIG convenors are chosen by SIG members and formally ratified by the Frankston Business Chamber Board. For new SIGs, potentially convenors are invited to talk about the proposed SIG with the Frankston Business Chamber EO or a Frankston Business Chamber Board member.

### **“Do I have to be a member of Frankston Business Chamber?”**

SIG Convenors are encouraged to act as ambassadors for Frankston Business Chamber and as such must be a financial Member of Frankston Business Chamber.

### **“How long is a SIG Convenor’s term?”**

Each Convenor’s normal term is two years, with annual review by the Frankston Business Chamber Board.

### **Can non-members attend a SIG event?**

SIG’s are for Frankston Business Chamber members only, however, guests may attend occasionally at the discretion of the Convenor and SIG members.