

Terms of Reference

<name>

Sub-Committee

1. Background

Sub-Committee's provide opportunities for Members who have common interests in a particular area or subject matter, to take part in regular meetings and activities under the umbrella of the Frankston Business Chamber.

Terms of Reference for all sub committees are to be submitted for approval by the Chamber Board.

2. Activities

Sub-Committees are intended to:

Provide a method of feeding issues affecting Sub-Committee members into the full Board and potentially into the wider membership and community

- The Sub-Committee Convenor feeds information and questions arising from the sub committee activities to the full Board, which can then be used to strengthen the Chamber by seeking to address the issues raised.

3. Specific Objectives

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

4. Structure of Sub-Committee

The Sub-Committees are intended to be essentially self-managing. However, assistance with administration can be provided through the Chamber office if required. In addition, a Chamber Board member will be nominated to attend as the Sub-Committee representative and will act as conduit between the Board and Committee.

5. Terms of Membership

The Board will appoint a Sub-Committee Convenor for a two year term (Convenor will be eligible for reappointment). Whilst Sub-Committees are for Chamber members, Co -opted members may occasionally attend.

6. Rotation of Convenor

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

7. Meetings

The Sub-Committee should meet at least six times per year, although this is largely directed by the members.

8. Roles

8.1. Role of the Convenor

- a) to act within Chamber's Code of Ethics and Guiding Principles;
- b) to attend and convene Sub-Committee meetings and events;
- c) to be the key liaison with Chamber on all Sub-Committee matters;
- d) after initial start-up phase, plan a calendar of meetings (minimum six per year);
- e) identify issues and as required consult with Members re these issues;
- f) to support in the recruitment of new Sub-Committee members where appropriate;
- g) assist in promoting the benefits of Chamber membership and services at all times;
- h) the term of the Sub-Committee Convenor is two years; additional terms are at the approval of the Chamber Board;
- i) the Sub-Committee Convenor must be a current financial Chamber Member;
- j) seek appropriate authorization from the Chamber Board for any special initiatives of financial or reputational risk;
- k) make recommendation and seek approval to Chamber to hold any events/seminars and engage speakers;
- l) identify and communicate a Deputy Convenor to assist (succession planning);
- m) provide a short report for the Chamber Annual Report to Members;
- n) provide a short report for communication to members with one week of any Sub-Committee event;

8.2 The Frankston Business Chamber is responsible for:

- a) Appointing and inducting the Sub-Committee Convenor;
- b) Ensuring the Sub-Committee is adequately supported, conducting an annual review of the Sub-Committee, and ensuring the Sub Committee Chairperson is carrying out their role appropriately
- c) Maintaining liaison with the Sub-Committee Convenor
- d) Providing deadlines
- e) Providing and maintaining a Sub-Committee member's contact list.
- f) Including details of the Sub-Committee on the Chamber website

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

- a) Sourcing meeting room