



## Job Description

# Director

## Milton Keynes Chamber of Commerce

<b>Status</b>	Non-Executive Director
<b>Term of Office</b>	Four years. Maximum of two consecutive terms prior to a one year "fallow field" year of exclusion.
<b>Accountable to</b>	Chamber Members and the President of the Board of Directors

### Role & Responsibility

Support the President and Vice President, ensuring that the highest standards of governance are applied to managing the performance of the Chamber's activities and representing the interests of Members.

### SPECIFIC DUTIES

#### Governance & Leadership

A Director must:

- Exercise authority as a member of the Board in driving the Chamber's strategic development and achievement of corporate aims, objectives, policy and professional values
- Help to ensure the business is being conducted in accordance with excellent corporate governance standards
- Provide strategic direction to the executive team that facilitates the growth and development of the Chamber
- Act as a point of contact for Members bringing any concerns to the attention of the Chief Executive or Head of Operations at the Chamber as appropriate
- Be fully conversant with the Chamber's commercial plans and priorities
- Understand the Chamber's financial position and serve on any relevant sub groups of the Board

## **Representation**

A Director should:

- Act as an ambassador on behalf of the Chamber, attending events as appropriate, supported by the other Directors and executives
- Be an ambassador for the business community in Milton Keynes, promoting the Chamber's aims and objectives at appropriate meetings and functions
- Develop and maintain the Chamber's external contacts and relationships with appropriate decision makers and influencers including other Chambers in the Accredited Network
- Represent the known views of the Members on key issues affecting their businesses without prejudice of any personal beliefs

## **Performance Management**

A Director will:

- Challenge the decisions of the Executive Team in a constructive and timely manner and provide balance, support and perspective when necessary

## **Time Commitment**

A Director will be required to:

- Attend Chamber Board meetings (currently 4 per annum) – held 6pm – 8pm Tuesday
- Attend the Chamber's Annual Dinner
- Attend a minimum of one Chamber networking event per annum as a Chamber 'Ambassador'
- Attend a minimum of one Chamber staff meeting per annum