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| **Job Description** |

**Director**

**Northamptonshire Chamber of Commerce (incorporating Milton Keynes)**

**Status** Non-Executive Director

**Elected by**  Members at the AGM

**Term of Office** Four years. Maximum of two consecutive terms prior to a one year “fallow field” year of exclusion.

**Accountable to** 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 as appropriate
* Be fully conversant with the Chamber’s commercial plans and priorities
* Understand the Chamber’s financial position and serve on relevant subgroups 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 Northamptonshire and/or 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) – currently held 3.30pm-5pm on a Tuesday alternate face to face and Zoom.
* Serve on at least one subgroup of the Board attending relevant meetings (currently 4 per annum)
	+ Finance Subgroup
		- 9.00am – 10.30am Tuesday
	+ Remuneration Committee
		- As required
* Attend the Chamber’s Annual General Meeting
* Attend a minimum of one Chamber networking event per annum as a Chamber ‘Ambassador’