

## **Brixham Chamber Executive Charter 2017**

### **An Individual Executive Officer should**

- Attend 9 out of 12 meetings of the full executive.
- Document their role as below
  - Main purpose of their role and responsibilities.
  - Any agreements made in the Chamber's name, ensuring that they have full executive support, in advance, for any proposal that has financial implications for the Chamber.
  - Any suppliers used for purchases and reasons why they were chosen, ensuring that:
    - Three quotes are obtained for any purchase exceeding £500 in total
    - Chamber members are given the opportunity to bid on at least two of the three quotes.
  - Any assets created or acquired.
  - Representation with external groups or organizations and named individuals with contact details.

The role must be approved by the Chair and logged with the Chamber Secretary.

- Volunteer in areas where their skills, work and life experience are best utilized.
- Take an active role in discussing and developing new policies and procedures for Brixham Chamber matters, including Chamber annual budget and spending plans.
- Take an active role in reviewing and evaluating any major programs designed to serve the membership.
- Prepare for each meeting by undertaking any background work necessary so as to be informed and prepared for each meeting to be productive.
- Ensure that opinions and information that are presented to the executive represent the interests of all the membership.
- Avoid any conflict between personal business interests and interests as a Chamber member and Executive member.
- Adhere to collective responsibility and support the majority Executive decision, even if argued for the minority view prior to vote.

Each individual Executive role will be reviewed annually.