

COMMITTEE MEMBERSHIP CRITERIA and GUIDELINES

THE DDCC

The Dungog District Chamber of Commerce Inc (DDCC) is:

- An incorporated association under the [Associations Incorporation Act 2009](#) (NSW).
- A non-profit organisation comprised of local businesses, professional and community minded people.
- Relies heavily on the volunteer efforts of it's Committee and members generally to undertake its activities.
- Can, at time, receive and expend significant grant monies.
- Has as its objectives:
 - Support and represent our member's business interests
 - Provide a range of services and information for business development, growth and prosperity
 - Monitor and make comment on matters which impact on business, the environment and welfare issues of the Dungog district community
 - Establish a network of support service for our members
 - Provide timely and reliable information to our members
 - Promote Dungog and districts as a destination for business
 - Encourage spending on goods and services available locally

The above can give rise to significant management, legal compliance and liability issues, as well as substantial relationship and stakeholder management issues for the DDCC.

COMMITTEE ROLE

The management of the Dungog District Chamber of Commerce Inc (DDCC) is undertaken by an elected committee (the Committee). Under the DDCC's Constitution, the Committee:

- (a) *is to control and manage the affairs of the association, and*
- (b) *may exercise all such functions as may be exercised by the association, other than those functions that are required by this constitution to be exercised by a general meeting of members of the association, and*

(c) has power to perform all such acts and do all such things as appear to the committee to be necessary or desirable for the proper management of the affairs of the association.

This Committee consists of the DDCC's office bearers (President, Vice President, Secretary & Treasurer) plus a small number of ordinary members. Committee members are elected each year at the DDCC's Annual General Meeting.

COMMITTEE MEMBERSHIP CRITERIA

It is essential that members of the Committee have the skills, experience and motivation to contribute to the effective management of the DDCC. Accordingly, in order to be eligible to serve on the Committee, members need to:

- Have been a member of the DDCC for the previous 12 months, and
- Be knowledgeable and experienced in the conduct of business activities in the Dungog Shire, or
- Be knowledgeable and experienced in broader commercial activities that are relevant to the DDCC, or
- Bring to the Committee broader management skills in areas such as leadership, financial management, administration, legal, marketing and governance that will be of relevance to the DDCC.

In addition, Committee members need to demonstrate:

- A commitment to the Committee guidelines that follow.
- A commitment to the DDCC by attending Committee meetings, volunteering to use their skills and experience, and undertaking any tasks allocated to them.
- A commitment to the principles of non-profit work and the judicious use of funds provided by others.
- Acceptance of the Committee's accountability to the full DDCC membership.

In addition, office bearers must have been a Committee member for the previous 12 months.

It is up to members to demonstrate they meet the above criteria when they nominate for committee membership.

COMMITTEE GUIDELINES

When fulfilling their role on the Committee, members should always:

- Act honestly and in the best interests of the DDCC.
- Declare any conflicts of interest, and abstain from debating and voting on related matters.
- Treat other Committee members with respect, giving appropriate consideration to the opinions of others. Be open and honest in expressing their own opinions.
- Attend all Committee and General Meetings, where reasonably possible, and apply their specific expertise generously to the DDCC.
- Maintain appropriate confidentiality of the DDCC's affairs and Committee deliberations.
- Not engage in conduct, or do anything likely to bring discredit upon the DDCC.
- Treat all staff, volunteers and members of the public with respect and fairness.
- Not use the DDCC's assets for personal benefit or gain (except to any extent approved by the Committee).

Adoption and Review

This Policy was adopted by the Dungog District Chamber of Commerce Committee on 24th September 2020.