



Executive Committee Member Charter – 2021

Adopted 20/7/2021

Supporting the Aims of the Chamber

- To use their skills, business knowledge and experience to contribute to the success of the Shrewsbury Business Chamber.
- To provide support and understanding to all members of the Executive Committee. To provide support and mentoring to any paid sub-contractors as required.
- To act only in the best interest of Shrewsbury Business Chamber and to immediately report anything to the Chair, Vice Chair or relevant members of Shrewsbury Business Chamber Executive Committee that may be detrimental to the welfare of the Chamber.

Conduct

- To abide by the Nolan Principles – Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership.
- To ensure there are no conflicts of interest and where they do occur it must be declared to the Chair, Vice Chair or other relevant members of Shrewsbury Business Chamber Executive Committee. To step back from voting on a specific item or having the deciding vote where there is a conflict of interest.
- To read and abide by the constitution and request an explanation from the Chair or Vice Chair when there is any uncertainty.
- To not bring any undue risk to Shrewsbury Business Chamber through their actions, involvements, or data.
- To ensure that all financial dealings are within the law, correct receipts obtained, prior permission given as required, are fully recorded and are available for scrutiny by both the members of Shrewsbury Business Chamber Executive Committee and the Accountants, as well as Government officers.
- To act with dignity and professionalism at all meetings and events as the ambassadors of Shrewsbury Business Chamber.



- To keep records of your actions on behalf of the Shrewsbury Business Chamber and to be able to report these to the Shrewsbury Business Chamber Executive Committee at their request.
- To remain unpaid personally or through their Company other than for work specifically contracted for.

Information

- To keep all information confidentially, whatever the medium, until such time as it is legitimately in the public domain.
- To protect and ensure the safety of any equipment supplied by Shrewsbury Business Chamber. To protect from harm any data, passwords or software which is provided by or used in the functioning of Shrewsbury Business Chamber.
- To ensure that all legislation is adhered to, such as GDPR, at all times.

Decision Making

- To take decisions jointly with the other members of the Shrewsbury Business Chamber Executive Committee.
- To ensure that any agreement, verbal or otherwise, they make to undertake a role, chair a committee, or carry out a task, is carried out in full and in a timely fashion.

Attendance

- To attend and contribute at Shrewsbury Business Chamber Executive meetings.
- To attend and support or actively be involved with Shrewsbury Business Chamber events.

The Executive Committee member

Signature: _____

Print Name: _____

Committee Position: _____

Date: _____