



SEVENOAKS DISTRICT CHAMBER OF COMMERCE

Treasurer Job Description

Status	Treasurer - Board Director
Elected by	Members at the AGM
Term of Office	Three year tenure with one opportunity to extend
Accountable to	Chamber Members, the CEO and Chair

Role & Responsibility

Support the CEO and executive committee, 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 – Treasurer

- Work closely with the CEO in developing financial plans, monitoring expenses, preparing budgets, and reporting to the Board Directors on a Quarterly basis.
- Attend the Chamber's Annual General Meeting each year
- Present a Treasurer's Report to members at the AGM

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
- Protect and enhance the financial position of the Chamber
- Help to ensure the business is being conducted in accordance with excellent governance standards ensuring appropriate risk management and regulatory compliance policies and procedures are in place.
- Be a committed member of the team and contribute to the ongoing success of the Chamber.
- 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, financial position, and priorities

Representation

A Director should:

- Act as an ambassador for the business community in Sevenoaks District 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 local charities, councils, and business advisors.
- 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 (4 per annum) – currently held 8.30-10.30am
- Attend the Chamber's Annual General Meeting each year
- Regularly represent the board at Chamber networking events as a Chamber 'Ambassador' and conduct the role of host for meetings throughout the year.