

# **KALAMUNDA CHAMBER OF COMMERCE INC. 2024 NOMINATIONS TO THE MANAGEMENT COMMITTEE**

The 2024 Annual General Meeting (AGM) of members is being held on **Wednesday 11 December** and you will be receiving an invitation to attend

Each year any member can nominate themselves to join the Management Committee and we invite you now to do so.

If you are nominating the attached form must be returned to the Chamber by **Wednesday 13 November 2024**

There are 10 positions available on the Committee and nominees are voted in by the members at the AGM. Included in these 10 positions are 4 office holders (Chairperson, Deputy Chairperson, Secretary and Treasurer) Any member nominating for the Committee can also nominate themselves to be an office bearer. Each member can only hold one office bearer position.

Under the Chamber rules, at the AGM, all current committee members and office holders vacate their positions and can re-nominate if they still want to serve on the committee.

If you would like to participate in the running of the Chamber please nominate yourself, **complete the attached form and return it to the Chamber by Wednesday 13 November 2024**. Email forms to [manager@kalamundachamber.com](mailto:manager@kalamundachamber.com)

## Composition of the board

KCC is governed by a board of up to 10 people. Management of the organisation and implementation of our Strategic Plan is delegated to its Manager.

## Role of the board

The board sees itself as having four roles:

1. Appointment and management of the Manager
2. Develop and monitor the implementation of strategic objectives for the organisation.
3. Monitor the financial health and legal compliance of the organisation.
4. Make itself available both as a board and as individuals to the Manager for advice.

A role on the board is a governance role and the board delegates the general operations and implementation of its strategic objectives to the Manager and monitors the progress in achieving the outcomes from the implementation of its strategic objectives. Each board member will also be assigned to a sub-committee based on their interests and areas of expertise.

## Sub-committees

Members of the board are appointed to join one of the following sub-committees:

1. Membership, Workshops & Networking
2. Markets, Youth & Diversity
3. Major Tourism & Flagship Events
4. Governance, Financials & Risk
5. Business Advocacy, Local Government Relations & Planning

The sub-committees meet as and when required, with a minimum of three meetings per year. A board member can be part of more than one sub-committee.

Board members should also have the personal qualities needed by all boards, namely:

1. A willingness to commit to the time needed for attention to matters before the board.
2. A preparedness to put the interest of the organisation ahead of local and personal interests.
3. A commitment to follow the policies of the board and support the general strategic direction of the board; and
4. Sound judgement and wise counsel.

In 2024 we have run seminars and workshops, had many networking events, advocated on behalf of members, completed a successful young entrepreneurs program, continued to run the Kalamunda Farmers Market, Kalamunda Night Market and Foothills Family Night Market with a number of “special event” markets including the Truffle Fest and Christmas Market. We also organise the Outstanding Enterprise Awards and coordinate the running of the annual Bickley Harvest Festival. We are in the beginning stages of implementing new business coaching and mentoring programs as well as establishing advocacy pathways for local business.

We are not just about business. We understand how local businesses, employment opportunities, families, schools and community groups coalesce to form our neighbourhoods and suburbs and shape our local society.

In 2025, we will seek to register with the Australian Charities and Not-for-profits Commission and continue to make strides with our strategic plan.

With ACNC registration, KCC board members will have an expectation for ‘good governance’ in line with ACNC Governance Standards.

Governance Standard requires board and management to take reasonable steps to make sure that the following duties apply to Responsible People and that they follow them. The duties can be summarised as follows:

- to act with reasonable care and diligence

- to act honestly and fairly in the best interests of the charity and for its charitable purposes
- not to misuse their position or information they gain as a Responsible Person
- to disclose conflicts of interest
- to ensure that the financial affairs of the charity are managed responsibly, and
- not to allow the charity to operate while it is insolvent.

Generally, the duties mean that Responsible People should act with standards of integrity and common sense. Once appointed, board members will receive an induction to our governance procedures and policies.

The Chamber's contribution is modest - we have one part time manager and a full time market manager and assistant, but we are growing, as are our programs. The Committee members who assist in the success of our programs all do so on a voluntary basis contributing what time they have within their already busy schedules.

We would like more people involved to ensure the Chamber remains relevant to the business community. You may be able to join our Committee - we meet about 4-6 times a year in the evening for around 2 hours. Some committee members are able to help with memberships, the markets and other programs, some don't have the time but all offer the benefit of their experience and points of view - all contributions are welcome.

If you don't want to join the Committee, join us as a volunteer to occasionally help out with assisting with markets or helping run an event or program.

Under the Chamber rules, at the AGM on Wednesday 11 December all current committee members and office bearers will vacate their positions and can re-nominate if they still want to serve on the committee.

There are 10 positions available on the Committee and If you would like to join please visit [kalamundachamber.com/2024agm/](https://kalamundachamber.com/2024agm/) and complete the Nomination Form.

If you'd like to request a copy of the form please email Tania on [Manager@kalamundachamber.com](mailto:Manager@kalamundachamber.com)

Nominations must be returned to the Kalamunda Chamber of Commerce Inc by email to [manager@kalamundachamber.com](mailto:manager@kalamundachamber.com)

By no later than: 1700 hours on **Wednesday 13 November 2024**