

CHAIR OF THE BOARD JOB DESCRIPTION



HELPING LINCOLNSHIRE BUSINESSES TO
GROW AND SUCCEED



BACKGROUND

Lincolnshire Chamber of Commerce is a dynamic forward-looking not-for-profit membership organisation that has been supporting local businesses for over 130 years.

The Chamber represents all types of business (big and small) from every sector, but has specialisms in food, fresh produce, property & construction and retail, along with a leading role in supporting businesses to trade overseas and in sustainable business practices. We provide our members with a huge range of networking opportunities, training and essential business services and benefits.

Our vision is to be the leading business representation and support organisation for Greater Lincolnshire, promoting the interests of member businesses, connecting and contributing in partnership towards a prosperous regional economy making a difference to our members.

- Delivering quality, valuable, relevant services with excellence, integrity and insight, inspiring

- Championing a professional working ethos and providing a seamless customer experience for our members
- Providing a rewarding, approachable and fair business environment for our staff, board, service providers and clients

As one of 53 accredited Chamber of the British Chambers of Commerce, the largest and most powerful voice for business in the UK, we are part of the ultimate business network and aim to:

- Be the recognised leading independent voice and representative body for Lincolnshire's business community
- Provide high quality services that support the needs of members and the wider business community
- Support and deliver business focussed initiatives at local, regional, national, international or community levels

- Grow and sustain membership through developing geographic and thematic business clusters and value-added activities to support business growth
- Be excellent in everything we do

The Chamber Board is made up of senior business leaders from the Chamber's membership and we are currently looking to enhance the range of experience and knowledge within this group by gaining interest from likeminded individuals who are committed to the Chamber network and the impact it makes in the wider business community.

As Chair you will be responsible for ensuring the highest standards of governance are applied to managing the performance of the Chamber's activities and for representing the interest of the Members. We would also expect that you act as an ambassador where you will promote the Chamber's aims and objectives as appropriate across the business community.

MEMBERSHIP OVERVIEW

We offer membership packages to suit business of all sizes and across various sectors, which are aimed at providing support, marketing, growing and saving money.

Our membership packages have been specifically designed to give businesses more choice and value to accommodate business goals and future needs.

OUR FOUR PACKAGES:

ESSENTIALS

STANDARD

STANDARD PLUS

PREMIUM PARTNER

JOB DESCRIPTION - CHAIR OF THE BOARD

The Chair is pivotal in creating the conditions for overall board and individual director effectiveness, both inside and outside the boardroom.

Specifically, it is the responsibility of the Chairman to:

- Chair the Lincolnshire Chamber Board, LCCI Services Ltd and the Chamber Assembly.
- Run the board and set its agenda. The agenda should take full account of the issues and the concerns of all board members. Agendas should be forward looking and concentrate on strategic matters rather than formulaic approvals of proposals which can be the subject of appropriate powers to management.
- Ensure that the members of the board receive accurate, timely and clear information, in particular about the company's performance, to enable the board to take sound decisions, monitor effectively and provide advice to promote the success of the company.
- Ensure effective communication with members and ensure that the members of the board develop an understanding of the views of the members from all areas.
- Manage the board to ensure that sufficient time is allowed for discussion of complex or contentious issues, where appropriate arranging for informal meetings beforehand to enable thorough preparation for the board discussion. It is particularly important that non-executive directors have sufficient time to consider critical issues and are not faced with unrealistic deadlines for decision making.
- Take the lead in providing a properly constructed induction programme for new directors that is comprehensive, formal and tailored, facilitated by the company secretary.
- Take the lead in identifying and meeting the development needs of individual directors. It is the responsibility of the chairman to address the development needs of the board as a whole with a view to enhancing its overall effectiveness as a team.
- Ensure that the performance of individuals and of the board as a whole and its committees are evaluated at least once a year.
- Encourage active engagement by all the members of the board

CHAMBER FACTS

WE CURRENTLY HAVE OVER

700 MEMBERS ACROSS

THE CHAMBER, UKFPN, LINCOLNSHIRE FOOD & DRINK AND BUSINESS WATCH

OVER **19,500**

FOLLOWERS ON CHAMBER SOCIAL MEDIA IN 2020-21

3,500 MORE THAN PREVIOUS YEAR

2,358

EXPORT DOCUMENTS PROCESSED IN 2020-21

COMMERCE HOUSE IS HOME TO

13 TENANTS CURRENTLY



90 EVENTS

HELD DIGITALLY VIA ZOOM IN 2020-21

A RECORD

103 RESPONDENTS

FOR THE 2020 Q2 QES SURVEY



JOB DESCRIPTION - CHAIR OF THE BOARD

The effective Chairman:

- Upholds the highest standards of integrity and probity
- Sets the agenda, style and tone of board discussions to promote effective decision-making and constructive debate
- Promotes effective communication, both inside and outside the boardroom, between non-executive directors and the executive team.
- Builds an effective and complementary board, initiating change and planning succession in board appointments, subject to board and shareholders approval.
- Promotes the highest standards of corporate governance and seeks compliance with the provisions of the Code wherever possible.
- Ensures effective implementation of board decisions
- Establishes a close relationship of trust with the Chief Executive, providing support and advice while respecting executive responsibility
- Provides coherent leadership of the company, including representing the company and understanding the views of shareholders.

HOW TO APPLY

If you feel that you could fulfil the role of the Chair and can commit to the time requirements as highlighted in the Job Description then please submit a CV, along with a covering letter, to Simon Beardsley, Chief Executive of Lincolnshire Chamber of Commerce, via email to: simon.beardsley@lincs-chamber.co.uk.

For an informal discussion about this role, please feel free to contact Simon Beardsley for further information.

The closing date for applications is **Tuesday 31st May 2022.**



Gary Headland
Outgoing Chair of the Board

"Whilst I am sad to be moving on, I have no doubt my successor will be able to continue the good work we are doing."

"I have thoroughly enjoyed my time as Chair of the Board and before that a non-executive director, and though of course there have been challenging times over the past two years with the pandemic, I feel the Chamber has come out stronger than ever."

"Taking up the position of the Chair is a great opportunity to really help businesses, great and small, find their potential and grow with one common goal – making Lincolnshire a thriving place to live and work."

