

Overview of the Role

Our mission is to connect, support and give voice to every business in Norfolk. We have over 700 members ranging from sole traders through to multi-national corporations in every sector imaginable. Norfolk Chambers' reach goes far beyond our membership, is extensive and growing.

Supporting us in our mission is our Board of Directors that advise the Senior Management Team by providing strategic-level insight on our business plan, budget, growth plans and policy activity.

We are looking for new Board members to represent the views of the Norfolk business community and help shape our offer to members, helping us to deliver an ambitious 2030 growth plan that centres on membership growth and financial sustainability.

Key Responsibilities

- To undertake and accept all fiduciary duties responsibilities as determined by the Norfolk Chambers of Commerce Memorandum and Articles of Association.
- To approve the Business Plan as proposed by the Chief Executive.
- To work collectively with other members of the Board to give direction to and ensure the smooth running of all aspects of Norfolk Chambers.
- Supporting the activities of Norfolk Chambers including membership referral and events attendance
- Participation at all Board meetings, including the Annual General Meeting.
- Participate fully in Board discussions
- To review the performance against the Business Plan and Budget on a regular basis
- To approve the Accounts for presentation to Chambers members
- To confirm the appointment of the Chief Executive
- To confirm the appointment of the Company Secretary
- Acting as an effective ambassador of the Chambers, reflecting the views and needs of our organisation and those represent across myriad communication channels and with senior stakeholders and decision makers.

Criteria

Experience	
Essential	Desirable
A member of Norfolk Chambers of Commerce	
Hold an Executive / Partner / C-Suite position within the Member business	
Experience managing organisational change and setting long-term strategy	Prior experience as a Non-Exec Director, Trustee or Board Member.
Experience working in/with a Board of Directors	Familiarity with the operating environment, operational realities and pressures of profit-for-purpose organisations
Knowledge	
Knowledge of strategic planning and budgeting	
Understanding of accounting and fiduciary responsibilities of a Board Director, and	

directorship obligations under the UK Companies Act 2006.	
Knowledge of the wider business community, sectoral growth drivers and the issues/opportunities they face	Good knowledge of relevant policy environment e.g. business, trade, infrastructure, economy
Skills (...and soft skills)	
Skilled in looking beyond day-to-day operations and identify emerging trends to help guide organisation strategy	
Highly enthusiastic about the Norfolk business community	
Ability to speak publicly with confidence and authority on business matters, and comfortable advocating with stakeholders on behalf of Norfolk Chambers	
Excellent communication skills with the ability to balance multiple viewpoints, be analytical and recommend action	
Comfortable with change and a fast-paced environment where things move quickly	Skills in business transformation, digital innovation and workforce development