



Executive Committee Induction Kit

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ABOUT MRBN

WHO WE ARE

The Margaret River Business Network is a not-for-profit, membership-based organisation, actively representing, supporting and strengthening the business community of the Margaret River region.

OUR VISION

A diverse and empowered business community driving a strong economy in the Margaret River Region.

OUR MISSION

The Margaret River Business Network connects and strengthens businesses through networking events, targeted training and dedicated advocacy

CORE VALUES

ADVOCACY - MRBN Members, Local Businesses, Environment, Region

EMPOWERMENT - Honesty, Integrity, Respect, Authenticity

CONNECTION & COLLABORATION - Proactive, Visionary, Innovative, Adaptable

LEADERSHIP - Voice, Support, Courage

INTEGRITY - Dedication, Tenacity, Reliability

CURRENT KEY FOCUS AREAS

ADVOCACY

EVENTS

GOVERNANCE

INNOVATION & TECHNOLOGY

MARGARET RIVER REGION BUSINESS AWARDS

MEMBERSHIP DEVELOPMENT

OBJECTIVES

Advocate and represent on behalf of the Business Community on issues relevant for sustainable economic growth

Promote strategic partnerships and networking between groups and individual businesses in the Margaret River region in order to share expertise and promote business interaction.

Play a lead role in formulating strategic plans and policies for economic sustainable development of business in the Margaret River region.

Promote the Margaret River region as a location for **sustainable economic development** to encourage additional investment, ideas, expertise and employment for the benefit of the community.

Promote and support activities and schemes that will help businesses in the Margaret River region operate more effectively, efficiently and sustainably.

Assist businesses in the Margaret River region in finding relevant information and **training resources** from local, regional and national sources.

Promote and support activities and **schemes that develop a greater awareness and understanding of businesses** and industries in the Margaret River region.

MRBN STRUCTURE

MRBN is led by a volunteer Management Committee who work together and meet regularly to implement the strategic plan, deal with issues that affect local businesses and drive sustainable economic development.

The Management Committee is supported by a paid Chief Executive Officer (CEO) a paid Operations Manager and casual Marketing & Events support.

Chief Executive Officer

Purpose of the Role

The Chief Executive Officer (CEO) provides the strategic leadership of the Margaret River Business Network, ensuring the organisation delivers on its vision, mission and strategic objectives. The CEO is responsible for developing and maintain high value partnerships, advocating on behalf of the business community, identifying opportunities for growth and sustainability, and ensuring strong governance through accountability to the Board of Management.

Key Responsibilities

- Strategic Leadership
- Partnerships & Stakeholder Relations
- Funding & Business Development
- Governance
- Leadership & People Management
- Financial Oversight

Operations Manager

Purpose of the Role

The Operations Manager is responsible for the effective day-to-day management of the Margaret River Business Network. The role ensures the smooth and timely delivery of programs, services, events and member engagement while implementing the strategic direction established by the CEO and Board.

MRBN STRUCTURE

Operations Manager

Purpose of the Role

The Operations Manager is responsible for the effective day-to-day management of the Margaret River Business Network. The role ensures the smooth and timely delivery of programs, services, events and member engagement while implementing the strategic direction established by the CEO and Board.

Key Responsibilities

- Operation Management
- Program Delivery
- Membership Management
- Event Coordination
- Administration & Systems
- Casual Event and Office Staff management

Casual Event & Marketing Officer

Purpose of the Role

Provide administrative, marketing and event support to the Operations Manager and CEO, with a focus on maintaining member communications, digital platforms and supporting programs and events.

Key Responsibilities

- Administrative support
- Events support
- Website Management
- Digital Content development
- Marketing and communication

MRBN STRUCTURE

MANAGEMENT COMMITTEE

Maximum number of members on the Committee – 10

The Committee provides the overall direction of the Chamber along with assurances that the MRBN's finances are sound, its operations are legal and its procedures are workable. The Committee represents the membership of the organisation and represents the MRBN to the rest of the community.

Committee members should always act in good faith and in the best interests of the MRBN, avoiding any conflicts of interest. Decisions should be made with everyone in mind. "Everyone" includes but is not limited to:

- The wider community
- Member businesses of the MRBN
- Staff of the MRBN
- Volunteers
- Funding bodies

Committee members should be prepared for meetings, stay up to date with MRBN activities and not allow the association to incur debt that could result in insolvency.

It is expected that Committee members will attend MRBN monthly Committee meetings and functions whenever possible, and support the efforts of the Executive Officer, including the development of sub- committees to address specific activities. Ideas and questions are welcomed and any concerns or opinions may be shared openly but never personally.

All committee members will have the opportunity to join separate sub-committees, created to implement the different key focus areas of the Strategic Plan. Sub-committees meet regularly and report back to the Management Committee at General Meetings, where any new initiatives and financial decisions must be approved.

Committee members must provide an email contact for MRBN related communications. Executive positions will be provided with an MRBN email address.

COMMITTEE STRUCTURE

EXECUTIVE POSITIONS

- President
- Deputy President
- Treasurer
- Secretary

ExecutiveRoles:(full details at www.commerce.wa.gov.au/books/inc-guide-incorporated-associations-western-australia/role-and-duties-management-committee)

PRESIDENT'S ROLE AND RESPONSIBILITIES:

- Primary representative of the Committee and the formal voice of the MRBN
- Chair Committee meetings with a casting vote (in the event of a tie)
- Signing of documents on behalf of the association
- Govern the MRBN with transparency and in accordance to its rules and plans
- Provide reports at monthly Committee meetings and the Annual General Meeting
- Supervise and support the activities of the Executive Officer

DEPUTY PRESIDENT'S ROLE AND RESPONSIBILITIES:

- Support the President to fulfil their role and responsibilities
- Fulfill the President's role when he/she is unavailable

TREASURER'S ROLE AND RESPONSIBILITIES:

- Maintain all financial records and monitor income and expenditure
- Produce invoices and make payments and deposits
- Provide financial reports and statements at monthly committee meetings and AGM

SECRETARY'S ROLE AND RESPONSIBILITIES:

- Arrange Committee meetings and assist the President to prepare an Agenda
- Take Minutes at meetings, distribute them to the Committee and maintain records
- Filing of documents and letters

COMMITTEE MEMBER ROLE AND RESPONSIBILITIES:

- Attend meetings Committee meetings - 6 per year
- Attend Networking Events to represent the organisation
- Help guide staff by providing industry feedback

MEMBERSHIP & SPONSORSHIPS

All businesses and individuals that support the objects of the MRBN are eligible for membership to the MRBN. Memberships are valid for 12 months from the day of payment.

Current packages include Member (\$300), Silver Sponsor (\$1000) and Gold Sponsor (\$3000 or by an in-kind arrangement), , and Media Sponsors.

Members to the MRBN receive the following benefits (including but not limited to):

MEMBERSHIP:

- Invitations to MRBN member networking sundowners;
- Invitation to MRBN Special Events (e.g. Awards, Women's Day, Environment Day)
- MRBN newsletter and other communications;
- Access to regular business updates and information;
- Access to training & workshops;
- Opportunities to host event with the support of MRBN Staff

SPONSORSHIP TIERS:

<https://mrcci.com.au/memberships/>

Silver Sponsor (\$1000)

<https://mrcci.com.au/memberships/>

Gold Sponsor (\$3000)

<https://mrcci.com.au/memberships/>

Platinum Sponsor (\$5000)

<https://mrcci.com.au/memberships/>

STAKEHOLDERS

Core Stakeholders.	Secondary Stakeholders	Benefiting Stakeholders	Stakeholder Consultation
Who do we work with? MRBN Members Shire of Augusta Margaret River Margaret River Busselton Tourism Association Margaret River Wine Association SR Tafe RCCIWA	Who supports us? Regional CCIs RCCIWA Small Business Development Corporation South West Development Commission Regional Development Australia Local Members of Parliament State Government Federal Government	Who do we support? The Business Community of the Margaret River Region Residents of the Margaret River Region Visitors to the Margaret River Region Nature Conservation Margaret River Region Events and Festivals in the Margaret River Region Arts Margaret River	Where we advocate? Shire of Augusta-Margaret River State & Federal local members of Parliament State Parliament House RCCIWA Regional Chambers Meetings Augusta-Margaret River Industry Leaders Meetings & Committees

PRIVACY & CONFIDENTIALITY POLICY

PRIVATE INFORMATION:

Management Committee members will always act in the best interest of the association. This includes in relation to MRBN discussions and emails. In relation to discussions that may have negative ramifications for the MRBN, Management Committee Members will ensure they are shared only in confidence.

Private information is individual or personal information and Committee members agree that such privacy shall be respected. Such information is not to be discussed as general or public information, unless agreed by the Committee in advance.

CONFIDENTIAL INFORMATION:

Confidential information shall be maintained as such at all times.

It can occur in verbal, written, photographic, audio or computer record form.

Examples:

- Personal details of staff and Committee members;
- Members, and people who attend the organisation's centres, i.e. names, addresses, phone numbers; Conditions of employment of any staff;
- Employee disciplinary, appraisal or grievance procedures;
- Committee member disciplinary or grievance procedures;
- Information discussed at Committee Meetings or by email; and Consumer information i.e. referrals, complaints or personal information

SCOPE OF POLICY:

This Privacy and Confidentiality Policy applies to everyone connected with the organisation, including but not limited to

- Management Committee members,
- employees & attendees to Management Committee meetings; and
- When talking with other staff/Committee members; and
- When dealing with professionals from other agencies/organisations; and
- In social environments; and
- Electronically over email and internet; and
- At home

I have read, understand and agree to abide by the conditions of this policy.

I understand that Management Committee members in breach of this policy may be dismissed at anytime by a majority vote of the Committee and evidenced in writing.

Name: _____

Signature: _____

Date: _____

CODE OF CONDUCT & ETHICS POLICY

CONFLICT OF INTEREST:

Management Committee members are to clearly separate their personal interest from the interests of the MRBN. If a member of the Management Committee recognises a conflict of interest between their official duties on the Management Committee and their personal interests, they should declare the conflict in writing to ensure they act in

the MRBN's best interests.

SECURITY OF OFFICIAL INFORMATION:

Management Committee members have a responsibility to ensure that all confidential documents cannot be accessed or read by people not authorised to do so. Any information of a confidential or sensitive nature should be kept in storage and where possible hand-delivered or tabled at an appropriate meeting rather than being circulated.

USE OF FACILITIES & EQUIPMENT:

Management Committee members and employees should ensure that resources, funds or equipment under their responsibility are used effectively and economically for the purposes of fulfilling their duties at the MRBN. They are not to be used for "personal business" or any other reason not approved by the Management Committee.

ROLES & RESPONSIBILITIES:

Management Committee members must always act with due care and diligence and in the best interests of the MRBN.

It is the responsibility of Management Committee members to support the Executive Officer and Office Bearers (President, Deputy President, Treasurer, Secretary), to carry out their responsibilities and fulfill their duties.

Management Committee members are expected to take an active part in the Management Committee's meetings and allocated sub-committee meetings, and to stay informed about the MRBN's business or issues affecting the MRBN, ensuring that:

- The aims and objectives of the MRBN are pursued;
- The rules of the MRBN (its constitution) are followed;
- The business of the MRBN is conducted honestly and diligently;
- The MRBN complies with all laws and any contractual obligations; and
- The MRBN keeps proper financial records and can pay its debts (remain financially solvent).

CODE OF CONDUCT & ETHICS POLICY

PERSONAL BEHAVIOUR:

As a representative of the MRBN, Management Committee Members must refrain from un-authorised conduct or public comments that may cause offence or embarrassment to stakeholders, other Management Committee members, employee(s) and the MRBN.

POLITICAL PARTICIPATION:

Management Committee members who take part in political matters need to ensure that the involvement does not conflict with their fiduciary duty to the MRBN.

PUBLIC COMMENT & DISCLOSURE OF OFFICIAL INFORMATION:

Management Committee members should not give information or comment on matters concerning official business of the MRBN or government policy unless it's approved by the MRBN President, or if not available, the Deputy President or Executive Officer.

FAIRNESS:

The Management Committee should deal with issues/problems/concerns in a consistent, prompt, fair and non- discriminatory manner and consistent with the Chambers Constitution.

I have read, understand and agree to abide by the conditions of this policy.

I understand that Management Committee members in breach of this policy may be dismissed at anytime by a majority vote of the Management Committee and evidenced in writing.

Name: _____

Signature: _____

Date: _____

MEETING PROCEDURES & ATTENDANCE POLICY

ANNUAL GENERAL MEETING:

An Annual General Meeting is held each year within the Constitutions guidelines and the Incorporated Associations Act 2015. This Meeting re-elects Office Bearers and provides an update to members on the year that has been and future direction of the

MRBN.

GENERAL MEETINGS:

Held calendar monthly on a date agreed to by the Management Committee in the Boardroom at the Business HUB. Management Committee Members are expected to be punctual and have read all minutes, agendas and background papers before attending the meeting.

QUORUM REQUIRED FOR MEETINGS:

A minimum number of 5 Management Committee members are needed to form the Quorum necessary for a Management Committee meeting to proceed.

REQUIREMENTS FOR MISSED MEETINGS:

Management Committee members are expected to attend all Management Committee meetings. If Management Committee members miss 3 meetings in a row per year without notice, they may no longer be eligible to remain on the Management Committee. If Management Committee Members unable to attend a meeting due to other commitments or circumstances, they are to put in their apologies prior to the meeting.

NETWORKING EVENTS & MONTHLY SUNDOWNERS:

Management Committee members are expected to attend and represent the MRBN at the regular Sundowners and other events with a maximum 3 apologies per year. Special circumstances which may result in more apologies may be discussed with the President.

I have read, understand and agree to abide by the conditions of this policy.

I understand that Management Committee members in breach of this policy may be dismissed at anytime by a majority vote of the Management Committee and evidenced in writing.

Name: _____

Signature: _____

Date: _____

CHECKLIST FOR NEW MANAGEMENT COMMITTEE MEMBERS

- Constitution - will be provided
- Strategic Plan - will be provided
- Confirmation of current financial membership of the MRBN
- Privacy and Confidentiality Statement (to be read and signed)
- Code of Conduct and Ethics Policy (to be read and signed)
- General Meeting Attendance Policy (to be read and signed)