



PRESIDENT/CHAIR

Inverclyde Chamber of Commerce (ICC) is part of a national network of 30 Accredited Chambers business organisations in Scotland, which boasts over 12,500 members. Inverclyde Chambers is one of the earliest Chambers of Commerce, incorporated in 1813 and boasts Royal Charter Status.

Inverclyde Chamber of Commerce sits at the heart of the local business community within Inverclyde providing representation, services, information, and guidance to a membership of over 120 companies with aims to grow this significantly.

ICC is an important voice for business and works with Local and National Government at the highest levels to shape policy affecting businesses and focuses on key areas of activity including International Trade, Skills Development and Business Support Services.

The position of ICC President/Chair is a high-profile role with great scope for a senior businessperson to play an integral role in the next phase of the development and delivery of the Chambers strategy.

The President/Chair will have personal and professional integrity, be an excellent public speaker with the ability to confidently handle media appearances or comment. As the principal ambassador, the President/Chair will promote ICC on a local and national level, building relationships with key stakeholders including Local Council and Government; and representing the needs of SMEs on trading and business issues across Inverclyde.

The President/Chair will be a consensus builder with proven results in business together with excellent leadership and management skills.

APPOINTMENT:	Inverclyde Chamber of Commerce
STATUS:	Director of company and designated as an Officer under the ICC Bylaws.
TERM OF OFFICE:	2 years from AGM
REMUNERATION:	Voluntary
ACCOUNTABLE TO:	Board of Directors
RESPONSIBLE TO:	Members
CHAIRS:	Board, General Meetings, AGM and others as appropriate
ATTENDS:	ICC Board Meetings – circa Monthly General Meetings (including AGM) Members Events Meetings with Key Stakeholders Annual Awards Dinner & Other ICC Business Events



It is also anticipated that the President/Chair will devote a considerable amount of personal time and energy to ensuring the success of his/her Presidency/Chairpersonship.

ROLE SUMMARY

The President/Chair will provide active and effective leadership, strategic direction, support and guidance in leading the board and in driving ICC corporate vision, mission and values.

S/he should act as the senior point of contact for the directors and should ensure that they perform their role effectively and to high professional standards, in a customer-focused way, adhering to sound governance at all times.

The President/Chair ensures that ICC is well-connected with its internal and external stakeholders, raising the profile of ICC and maximizing opportunities for members in the local, national and international economy.

Specific duties will include:

1. Effective leadership of the Board and governance

- Provide visionary and strategic thinking to support the growth of ICC membership, ensuring congruence with the aspirations of the members and maximising business opportunities for the Inverclyde area.
- Chairing board meetings, ensuring that these meetings proceed efficiently and effectively, with appropriate emphasis on its strategic and monitoring role ensuring it operates within excellent governance. - Including AGM & Member Events.
- Involvement in sub-committees.
- Review effectiveness of and develop the Board, maximizing the diverse range of expertise, experience and interests of Board Directors; promoting an open, trusting, creative and constructive culture; and ensuring that Directors work effectively together as a team.

2. The building of Alliances and Promotion of ICC

- Work to maintain and develop Chamber Contacts.
- Work to maintain and develop external contacts and relationships that are of direct benefit to ICC; ensuring that ICC voice is both sought and heard.
- Represent and promote ICC and the Chamber Network on external groups.
- Undertake a programme of visits to other Chambers.
- Act as a principal ambassador for ICC for the Inverclyde business community, proactively raising the profile of ICC and promoting its aims and objectives as appropriate.
- Host a variety of meetings of senior stakeholders and VIPs as required.

3. Effective working relationship with Board of Directors, CEO & EA.

- Maintain an effective working relationship with the Board of Directors, providing guidance, advice, and support; being a critical friend in offering constructive challenges, and ensuring the proper separation between governance and executive leadership/operational management.
- Hold regular meetings with the CEO (& EA where required), ensuring timely communication and resolution on key issues and challenges, and embedding a 'no-surprises' relationship.
- Set results-focused and SMART Individual Performance Objectives with CEO & EA, with associated Personal Development Plan and conducting annual performance reviews.
- Work closely with Board members for the development of a dynamic Board in raising the bar for ICC.

PERSON SPECIFICATION

1. Experience

- Extensive experience with significant strategic leadership at a Board/Senior Executive level.
- A successful record of high personal achievement in business.
- Significant experience at chairing high-level meetings involving a diverse group of stakeholders.
- Knowledge and experience of the history and traditions of Chambers of Commerce with a strong personal commitment to the Chamber movement.

2. Skills

- Demonstrable qualities of leadership, particularly in influencing, negotiation, leading effective change and ability to inspire others.
- Ability to establish effective relationships with a diverse range of individuals across all stakeholders and sectors.
- A strategic thinker with a global mindset.
- Excellent written and oral communicator with a natural ability for public speaking.
- Adept and confident at handling the media.
- Socially at ease, articulate, diplomatic and politically astute.
- Ability to master complex briefs and argue a case coherently.



3. Knowledge/Values

- Understanding of the role, principles and objectives of ICC and the wider Scottish Chambers of Commerce Network.
- Interest in and appreciation of the issues relating to the wider Scottish business environment.
- Commitment to promoting the aims and interests of the Inverclyde Chambers of Commerce and its network to maintaining high integrity and corporate values.

APPLICATIONS

Interested parties who wish to apply should in the first instance send a CV, together with a covering letter, outlining the particular reasons/appropriate skills that the individual consider they can bring to the role.

This should be sent to George McKay, ICC CEO at chiefexec@inverclydechamber.co.uk by 5pm on Monday 15th February 2021.