



Executive Committee 2019-2020 Nomination Form

At this time of year, we welcome nominations for the position of Executive Committee member for the forthcoming membership year. If you are committed to area growth, can spare a few hours each month, and would like to contribute to one of the largest growing regions in the country, then please complete the following nomination form and email it to the Chamber office no later than 5.00pm on Monday 12 August 2019. Please note - this form must be co-signed by two current members of the Chamber to be considered as a valid nomination.

If you require further information, please contact info@greaterdandenongchamber.com.au

I _____
first name and last name

of _____
organisation

a member of the Greater Dandenong Chamber of Commerce, nominate myself for the position of Executive Committee member of the Greater Dandenong Chamber of Commerce.

Signature of Candidate

Signature of first supporter

Date

Signature of second supporter



Executive Committee Code of Conduct

Introduction

Responsibility for the management of the Greater Dandenong Chamber of Commerce ("The Chamber") is vested in the Committee. All members of the Committee commit to the following Code of Conduct.

Model Structure

Ideally the Committee will represent a range of local business sectors and include representatives from construction, manufacturing, retail, logistics, real estate and professional services. The Committee will have a maximum of 11 people voted in by the membership at the Annual General Meeting. Should a vacancy arise after the AGM the President may invite a member to fill the role.

Meetings

Committee members are expected to attend meetings once a month (Currently held on the second Wednesday of each month from February to November at 7.30am to 8.30am) Meeting agendas are circulated prior to each meeting, with minutes recorded and distributed by the Executive Officer. Active participation is important to ensure a range of views are considered. Key considerations are current financial position, status of events, marketing and membership updates.

Confidentiality

Committee members may be privy to sensitive and confidential information regarding the Chamber and Members. It is imperative that such information is held in confidence and not shared with outside parties, without authorisation by the Chamber President. This confidentiality extends to minutes of Executive Meetings.

Representing the Chamber

Committee members are important ambassadors and are expected to act in the best interests of the Chamber by actively promoting and supporting Chamber activities and events.

Conflict of Interest

To avoid a potential conflict of interest, Committee members are expected to not hold positions with other membership network organisations operating in the region.

Policy against Harassment

The Chamber does not tolerate unlawful harassment of any of its Executive Committee or staff. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition or physical or mental disability is a violation of this policy. For these purposes the term "harassment," includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct. This policy is a "zero-tolerance" policy. Any violation of this policy will be treated as a disciplinary matter, regardless of whether it constitutes illegal harassment under the law.

A Chamber staff member who feels that he or she is being harassed by another staff member or by an Executive Committee member should immediately notify the President of the Chamber. A Chamber staff member will not be penalised in any way for reporting harassment.

All complaints of harassment which are reported will be investigated as promptly as possible. All complaints of harassment which are reported will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

Harassment of Chamber staff members in connection with their work by Chamber members or outsiders may also be a violation of this policy. Any such harassment should be reported immediately, and appropriate action will be taken. Harassment of Chamber members by Chamber Board members or staff members is also prohibited.

Acknowledgement of Receipt

I acknowledge that I have received a copy of the Greater Dandenong Chamber of Commerce Executive Committee Code of Conduct and that I am responsible for reading and following it.

SIGNATURE

DATE

PRINTED NAME