

## **THE ROLE OF A BCCT OFFICER**

Candidates are invited to state if they would like to serve as Chair, Vice Chair and/or Treasurer. The role of a BCCT Officer includes:

Chairman:

- \* As a guideline the Chairman may have to spend up to two days a week (although usually less than one) on BCCT business e.g. attending functions - especially major events, linking with the Executive Director, Board of Directors, Groups and members
- \* Ultimately responsible for the working and good governance of BCCT; responsible for urgent decisions which are reported to board thereafter; mentor the Executive Director, etc.

Vice Chairmen:

- \* Stand in as head of Chamber when necessary; donate whatever time is required - as a guideline less than one day a week; attend functions - especially major events; responsible for urgent decisions and reporting to board thereafter; mentor Chairman

Treasurer

- \* Responsible for the finances of the chamber; advise and mentor the BCCT office; present a monthly report and accounts to the Board of Directors
- \* Present annual budget to the Board of Directors and annual accounts to members at the Annual General Meeting

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## **BCCT BOARD OF DIRECTORS - TERMS OF REFERENCE**

Elected by: British Chamber of Commerce Thailand Members on an annual basis

Quorum at meetings: 50% of the Board Members

Meetings: Monthly. Additional meetings may be called as and when required. Notice of each meeting confirming the venue, time and date, together with the agenda and other documents to be discussed, should be forwarded to each member of the Board with the aim of at least 3 working days in advance of the meeting.

Resolution approval: Affirmative votes of a majority of Board Directors present. In the event of a tied vote, the Chairman of the meeting shall have a casting vote.

Chairman: The Chairman is elected by the Board of Directors to preside over all Board meetings. He has primary responsibility for the effective operation of the Board, and ensuring the business of the Board and its meetings proceeds in an expedient manner.

Vice Chairmen: The Vice Chairmen, as the Chairman's deputies, are elected by the Board of Directors and shall perform on the Chairman's behalf such duties as may be delegated by him from time to time. In the absence of the Chairman, a Vice Chairman shall act in his stead and shall have the same powers as the Chairman.

In the absence of the Chairman and Vice Chairmen, the Board will elect any one of their members to serve as temporary Chairman.

**Treasurer:** The Treasurer will assist in overseeing the BCCT's income and expenditure. He will also report the financial status of the BCCT at Board meetings to help ensure appropriate checks and balances are in place.

**Board Secretary:** To be nominated by the Chairman of the Board. To be present at Board meetings and to prepare and safe-keep the minutes of the Board meetings and perform other roles as are necessary for the operation of the Board, in accordance with the instructions of the Board. The Secretary need not be an elected Director.

**Remuneration:** All members of the Board perform their services on a voluntary basis, and as such receive no remuneration.

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## Main Responsibilities

1. To oversee the operation, support and advancement of the British Chamber of Commerce Thailand (BCCT), in accordance with the "Constitution and Regulations of BCCT", "BCCT Group Rules & Guidelines", and "BCCT Board Principles".
2. To provide leadership to the BCCT through oversight, review and counsel.
3. To provide strategic input and set the strategic direction for the BCCT.
4. To be the primary decision-making body for all matters considered as significant to the BCCT.
5. To ensure a robust governance framework and the establishment of sound policies and procedures to successfully achieve the BCCT mission statement and objectives, in compliance with statutory and regulatory obligations, as well as generally accepted best practice.
6. To ensure the availability of adequate financial resources, such that the BCCT remains a fully self funded organisation, and to approve the BCCT annual budgets.
7. To be accountable to BCCT members and stakeholders for the BCCT's performance.
8. To oversee and appoint appropriate Groups, Committees, Common Interest Groups, and administrative operations in order to further the objectives of the BCCT.

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## BCCT Board Principles

1. Consensus - Board decisions are arrived at by consensus following full and open discussion. Once agreed they are supported by the entire Board.
2. Preparation - To the extent possible, topics for discussion should be circulated beforehand, to enable adequate preparation and informed decision-making.
3. Discussion - Sufficient time must be allowed for discussion.
4. Involvement - All Directors are encouraged to fully involve themselves in the discussion and decision-making process
5. Decision-Making - Once a decision is made, it is unproductive to revisit the same issue, unless of course there are new facts that may impact the decision.

6. Documented Decisions with Action Points - Each decision is minuted together with any action points.
7. Productive use of limited time - Directors donate their limited and valuable time and meetings should be focused to ensure the most productive use of that time.
8. Transparency - Discussion, decisions and action points are minuted and published on the website, once the draft minutes have been accepted by the Board.
9. Confidentiality - Occasionally, the Board receives confidential information from the Embassy, or discusses complaints against members that may be summarised rather than being fully recorded for legal reasons.
10. Accountability - The Board is accountable to the membership and stands for re-election every year.
11. Feedback - The Board welcomes feedback and constructive criticism from the membership, via the Executive Director or any Board member.
12. Enjoyment - Whilst it is an honour and privilege to serve on the Board, it should also be an enjoyable experience.