

BCCT Groups Rules & Guidelines

RULES

1. Context and Purpose

Under the auspices of the BCCT Board of Directors, Groups (committees, sub-committees and common interest groups) operate for the purpose of supporting and advancing the work of the Chamber. Some of these Groups support the administrative operation of the Chamber and others coordinate the collaboration of interested parties from common sectors.

2. Terms of Reference

Each Group is responsible for preparing its Terms of Reference (such as the Group's aims, objectives, duties, mission statement etc.) The Terms of Reference are submitted to the BCCT Board for approval, prior to publication on the BCCT website.

3. Composition

Each Group comprises employees (representatives) of BCCT members only. The BCCT Executive Director is a member of each Group in an ex officio capacity.

4. Publication/Maintenance on Website

- a). The Group liaises with the Executive Director to ensure information published on the website is complete, accurate and up-to-date.
- b). Each Group's website entry includes Terms of Reference, Background, Group Members and any Policy Statements.
- c). Group members are listed by their name and their BCCT member company.

5. Events

Group Events should be organised in accordance with BCCT Event guidelines. Operational revenue is deemed part of BCCT general revenue.

6. Reporting

The Group's Chairman/BCCT Executive Director is responsible for reporting the Group's activities to the BCCT Board as necessary

7. BCCT Executive Director & Office

The Executive Director and BCCT Office Staff provide support and assistance to all BCCT Groups (as requested) in the following areas:

- a). Bookings (via Website)
- b). Venue bookings and F&B details
- c). Speaker invitations
- d). Onsite admin, payment collection, and event support
- e). Marketing and event advertising

f). Sponsorship

GUIDELINES

1. Composition

As stated in Clause 3 of the Rules.

2. Chair

Each Group selects a member to act as Chair.

3. Attendance and Notice of Meetings

Adequate notification should be given and communicated by email and meetings should be minuted and copied to the Executive Director.

4. Publication/Maintenance on Website

The Group liaises with the Executive Director to ensure information published on the website is complete, accurate and up-to-date.

Each Group's website entry includes Terms of Reference, Background, Group Members and any Policy Statements.

Group members are listed by their name and their BCCT member company.

5. Events

Group Events should be organised in accordance with BCCT Event guidelines:

- a). Events are used to help promote member interests and/or attract new members
- b). Ensure quality events are provided at reasonable cost to members
- c). Break-even is minimum target for events
- d). The opportunity for event feedback is available and communicated to members
- e). Selected topics, speakers, venues and activities for BCCT branded/jointly branded events should enhance the image and reputation of the BCCT