



# SURREY BOARD OF TRADE WOMEN IN BUSINESS TEAM TERMS OF REFERENCE & APPLICATION

**PURPOSE & WORKPLAN:**

The role of the Surrey Board of Trade Women in Business Team is to be proactive in order to research and identify issues or policies , which will become of critical concern to Surrey’s business community, our members and our city. The SBOT Women in Business Team, as does other Surrey Board of Trade Teams, links to the actions identified in the SBOT Adaptive Plan. The Women in Business Team will:

- a) Develop a policy position(s) to speak to the appropriate levels of government.
- b) Funding, growth, mentorship and leadership for female entrepreneurs
- c) Advocacy – Events – Projects – Services through the Surrey Board of Trade’s Business Centre

**REPORTS TO:**

The Surrey Board of Trade Chief Executive Officer

**TEAM COMPOSITION:**

- Composed of Surrey Board of Trade members that can contribute to the Purpose of the Team.
- Surrey Board of Trade members volunteer their time to provide expertise, guidance and feedback to Surrey Board of Trade staff.
- No team member will be financially compensated for his or her time.
- No expenses will be covered, unless approved by the SBOT CEO.

**GOVERNMENT POLICY APPROVALS:**

- Policy ideas and policy support are led by Surrey Board of Trade staff in coordination with team volunteers.
- The SBOT CEO must approve policy ideas. Complete Policy Statements are to be presented by the SBOT CEO and Team Chair.

**ORGANIZATION:**

- A quorum is not required for a meeting to take place.
- Each meeting will have an appointed Chairperson, approved by the CEO, or in the absence of the Chair, the SBOT CEO will Chair the meeting or in the absence of the CEO, a delegated representative will Chair the meeting.
- Surrey Board of Trade staff composes and distribute meeting agenda’s and minutes.
- Regular attendance is required to maintain team participation.

**PROCEDURES:**

- Decisions are by consensus
- Policy Papers to be considered as formal statements of the Surrey Board of Trade are to be presented by the Team Chair and CEO to the SBoT Directors.
- Spokespeople for the Surrey Board of Trade or for this team is the CEO, unless delegated by the CEO.
- Generally parliamentary procedures shall govern this meeting using Roberts Rules of Order
- The maximum time allotted to any team member to speak to any idea, motion or amendment will be two minutes.

**MEETING DECORUM:**

- Only one person speaks at a time – with a signal from the Chair that you can speak
- All comments are made through the Chair – raise your hand to speak
- Comments are confined to the current issue
- Discussion and tone of voice should be constructive to reach an action
- No cross conversations - Be respectful of others who are speaking and avoid interrupting
- No verbal attacks of other members

**APPLICATION:**

The Surrey Board of Trade represents over 6,000 business contacts. It is a credible, high profile business organization in Surrey. For any volunteer that serves on a Surrey Board of Trade Team, we ask the following to be adhered to:

Volunteers are expected to conduct themselves in a professional manner while performing assigned duties and follow the Volunteer Code of Conduct:

1. **Volunteers for the Surrey Board of Trade 'Surrey Women in Business Team'** are required to attend the majority of team meetings. If an absence of 2 consecutive meetings occurs, you will be removed from the Team.
2. The Surrey Board of Trade strives to provide an environment free of discrimination and harassment. Discriminatory practices based on race, sex, color, national or ethnic origin, religion, marital status, family status, age or disability will not be tolerated.
3. Volunteers are required to arrive on time for meetings and maintain confidentiality of items discussed within these meetings.
4. Volunteers are required to meet the goals and work to achieve the goals of the team. Any phoning, project or research work involved must be dealt with in a professional manner. Each volunteer is accountable to work to meet the goals of the team mandate.

This application is subject to the approval of the Team Chair and the CEO of the Surrey Board of Trade.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business

Approved by:

\_\_\_\_\_  
Team Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO