



Highfields Better Business Group Inc.

## Working Charter

Approved: Better Business Group Members – 18 Sept 07

Updated for Incorporation: Mark Jocumsen – 26 Nov 07

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## 1. Purpose of Document

Highfields Better Business Group has adopted the generic Department of Fair Trading Model Charter for incorporated associations. This document is a Working Charter designed to supplement the generic Fair Trading charter we have adopted. This document is based on the draft charter approved at the Highfields Better Business Group meeting on 18 Sept 07. It has been expanded to comply with the requirements of incorporation as specified in the standard Department of Fair Trading Model. It contains the primary purpose and objectives for the group, membership criteria, membership entitlements, the frequency and nature of the meetings, the fees to be charged and the structure of the committee.

## 2. Primary Purpose of Highfields Better Business Group

***Our Highfields Better Business Group exists to make Highfields businesses more profitable and rewarding. Our Group will achieve this through helping us build closer relationships, helping us become more competitive and by keeping us informed of relevant council activities and decisions.***

## 3. Activities of the Highfields Better Business Group

The Highfields Better Business Group will:

- Meet monthly
- Have membership limited to businesses operating in Highfields or with owners living in Highfields
- Provide an equal opportunity for all members to introduce themselves and educate the other members about their business.
- Invite guest speakers to help educate us on to how to improve our businesses
- Provide ideas on how to compete more strongly in the market place
- Invite council representatives to provide updates on matters relevant to the Highfields business community
- Clearly distinguish between financial members and non-members
- Fund all administration and other expenses via membership fees
- Make competing business owners feel comfortable attending
- Hold periodic networking evenings sponsored by members of the Better Business Group

## 4. Not Activities of the Highfields Better Business Group

The Highfields Better Business Group will **not**:

- Place any pressure or obligation on members to buy from other members rather than existing suppliers
- Be a forum to debate the position of local business owners on political issues
- Be politically aligned with any particular party or agenda
- Fund “buy local” marketing campaigns using membership fees
- Plan or manage generic “buy local” campaigns
- Exclude any local business owner from joining
- Favour any particular area, shopping centre or business over any others
- Be a forum for formally passing and receiving business referrals

## 5. Timing of Meetings

Highfields Better Business Group meetings will be held:

- First Tuesday of every month (excluding January)
- 6:30am for 6:45am start (sharp)
- Duration 1.5 Hours
- Finish time 8:15am (sharp)

Committee members should arrive at 6:15am in order to ensure the venue is set up ready for the breakfast meeting and to welcome breakfast attendees as they arrive.

These timings can change at any time given a majority vote from members.

Location is yet to be confirmed however a “neutral” location is preferred to encourage all restaurant owners to feel comfortable attending.

## 6. Membership Entitlements

Membership is associated with a business. Membership entitles the business to:

- One named member eligible to attend each Better Business Group (name tags provided). Additional attendees from the member business to be charged for breakfast only at the current guest rate.

- One 60 sec introduction and promotion of the business at monthly Better Business Group meeting
- Unlimited additional guests (external to the business) paying guest breakfast rate
- Periodic 5 min promotion of business delivered by business representative at a Better Business Group meeting.

## 7. Membership Fees

12 months membership will cost \$290 to include 11 breakfasts per year. This will be paid to the treasurer by cash, cheque or direct deposit. These funds are used to pay for administration costs such as post office box rental, account fees, postage, printing, stationary, name tags, guest speaker breakfasts, guest speaker gifts, advertising upcoming meetings and promoting the benefits of joining the Highfields Better Business Group. Members will also have the option of paying for additional breakfast attendees at the beginning of the financial year at a rate of \$190 per annum per additional attendee.

## 8. Joining Process

An applicant for membership of the Highfields Better Business Group must be proposed by 1 member of the Group (the **proposer**) and seconded by another member (the **seconder**).

An application for membership must be—

- (a) a completed membership application form
- (b) signed by the applicant and the applicants proposer and seconder; and
- (c) in the form decided by the management committee.
- (d) be accompanied by membership fee payment (refunded if application not accepted)

The management committee must consider an application for membership at the next committee meeting held after it receives—

- (a) the application for membership; and
- (b) the appropriate membership fee for the application.

## 9. Eligibility Criteria

The following businesses are eligible to become members of the Highfields Better Business Group:

- Businesses who have a place of trade in Highfields, Meringandan and/or Blue Mountain Heights.
- Businesses whose owners live in the Highfields, Meringandan and/or Blue Mountain Heights.

- A business is defined as an organisation with a current ABN number.
- Current elected representatives of local, state and federal politics of the Highfields Region.

## 10. Register of members

The management committee must keep a register of members of the association.

The register must include the following particulars for each member—

- the full name of the member;
- the postal or residential address of the member;
- the date of admission as a member;
- the date of death or time of resignation of the member;
- details about the termination or reinstatement of membership;
- any other particulars the management committee or the members at a general meeting decide.

The register must be open for inspection by members of the association at all reasonable times.

## 11. Group Meeting Agenda

Time	Item	Person
6:30 am	Social networking Registration & name tags	All Committee to introduce & encourage this
6:45 am	<p><b>President’s Welcome</b></p> <p><b>Acknowledgements</b></p> <p><b>Apologies</b></p> <p><b>Introduce Guests</b></p> <p>President welcomes everyone, reads the primary purpose of the group.</p> <p><b>Our Highfields Better Business Group exists to make members’ businesses more profitable and rewarding. Our Highfields Better Business Group will achieve this through helping us build closer relationships, assisting us become more competitive and by keeping us informed of relevant council activities and decisions.</b></p> <p>President gives a special mention to the people who have joined the group since the last meeting and presents them with their certificates and business card holders (including members who missed the last meeting).</p> <p><b>Hand Out New Members Certificates (if members are present) based on what Vice- President has prepared</b></p>	President

Time	Item	Person
6:55 am	<b>Members</b> in turn gets 60 seconds to introduce themselves and remind fellow members and guests about products and/or services they offer. (A bell is chimed at 50 sec and then at 1 minute). In the interests of saving time, if multiple people from the same business are in attendance then only one person would do the 60 seconds. The others would simply say who they are and the business they are from.	<b>President leads Vice – President: bell 50 sec 1 ring 60 sec 2 rings</b>
7:25 am	<b>5 min member presentation</b> Member gets 5 minutes to talk in more detail about an aspect of their business for the benefit of members. Members should all get an opportunity do this every 12-18 months depending on how many members wish to take up this opportunity. A speaking roster would be determined giving priority to people who paid their membership fees first.	<b>Member</b>
7:30 am	<b>5 min member presentation – As above</b>	<b>Member</b>
7:35 am	<b>Brief Council Update – 5 mins</b>	<b>Guest Councillor</b>
7.40 am	<b>Break – 5 mins</b>	
7.45 am	<b>Guest Speaker – 20 mins (max)</b>	<b>Guest Speaker</b>
8:05 am	<b>Treasurer’s Report</b> Treasurer gives brief report on the current bank balance, member fees received and expenses paid in the past month.	<b>Treasurer</b>
8:09 am	<b>Announcements (5mins)</b> This section allows the committee and members to inform the group of relevant upcoming courses or events that may be of interest. It would include announcements provided by members Sign up corner.  Upcoming speakers. This section announces who will be the guest speaker for the next meeting, which members will be doing their 5-minute presentations and who will be giving the Better Business Tip.	<b>Secretary &amp; Events Co-ordinator</b>
8:14 am	<b>Better Business Tip (1min)</b> To close the meeting a member provides a quick tip regarding something that has worked for them in their business and they recommend others try.	<b>President to arrange</b>
8:15 am	<b>Feed Back Forms</b> Members door prize:  Meeting Close	<b>President</b>

## **12. Management Committee Roles and Responsibilities**

Management committee members will serve a 12-month period corresponding to the financial year. The June meeting will be the Annual General Meeting where the incoming committee members will be elected. To encourage involvement from all members', people cannot perform the same role two years running. To further encourage active participation committee members will receive complimentary membership for 12 months (limited to \$100 membership fee) commencing from their next renewal date. Committee members will be reimbursed for expenses incurred through performing their functions, providing receipts are presented and expenditure is appropriate.

The committee is required to meet eleven times throughout the year on the third Wednesday of every month (from 5:30 pm) excluding December.

The agenda of the committee meetings is generally:

1. Review of incoming and outgoing correspondence (this should be minimal)
2. Confirmation of guest speakers for the next two Better Business Group meetings
3. Confirmation of member presentations for the next two meetings
4. Confirmation of member who will give the Better Business Tip for the next two meetings
5. Confirmation of Announcements for the next meeting
6. Review of current bank balance and budget
7. Approving any outgoing payments
8. Approving new member applications (and ordering name tags)
9. Agreeing on any upcoming promotional activities for the group
10. Confirmation of copy for Highfields Herald advertisement for next meeting
11. Any other issues or decisions relating to the smooth running of the Group or adherence to the requirements of incorporation

### **12.1. President**

The President runs the monthly Highfields Better Business Group meetings and committee meetings.

S/he is responsible for:

1. Chairing the monthly group meetings
2. Ensuring that meetings commence and finish on time
3. Chairing committee meetings
4. Ensuring the correct functioning of the committee
5. Ensuring all requirements associated with incorporation are understood and fulfilled



## **12.2. Vice President**

The Vice President is primarily responsible for managing the membership of the group. S/he is responsible for:

1. Receiving and approving new member applications
2. Identifying which member renewals are becoming due
3. Chairing the meetings in the absence of the President
4. Being timekeeper for meetings (using bell)
5. Ruling on any membership disputes (e.g. whether someone is eligible to join the group)

## **12.3. Secretary**

The Secretary is primarily responsible for incoming and outgoing communications from the group. S/he is responsible for:

1. Calling breakfast meetings of the group, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the group
2. Clearing the post box on a weekly basis and immediately before the monthly committee meetings (or ensuring this is done)
3. Providing copy to the Highfields Herald to advertise the next
4. Sending any communications to the group members (usually via e-mail)
5. Keeping minutes of each meeting
6. Distributing minutes of the committee meetings (as per incorporation requirements)
7. Receiving communications from members
8. Preparing and presenting announcements at the group meetings, particularly focusing on upcoming events that may interest the local business community
9. Maintaining the register of members of the group.
10. Preparing name tags for meetings and events
11. Communicating with breakfast venues
12. Keeping copies of all correspondence and other documents relating to the association;
13. Mail out invitations for sponsored networking events.

Notes:

(1) If the group has not elected an interim officer as secretary for the group before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the group within 1 month after incorporation.

(2) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the group within 1 month after the vacancy happens.

#### **12.4. Treasurer**

The Treasurer is responsible for managing the budget, bank account, receipts and payment. S/he is responsible for:

1. Preparing a budget for 12 months
2. Recording membership payments and providing tax receipts
3. Monitoring the bank account balance
4. Making payments on behalf of the group as approved at the committee meeting
5. Presenting a brief treasurers report at each group meeting that includes the bank balance, incoming and outgoing payments.
6. Ensuring all financial requirements associated with incorporation are fulfilled (Reporting, Audits etc.)
7. Sending Annual Membership renewal notices in June
8. Create and send invoices to new members once they are approved.

#### **12.5. Guest Speaker and Special Events Coordinator**

The Guest Speaker and Special Events Coordinator is responsible for arranging the guest speakers for each meeting. S/he is responsible for:

1. Identifying and contacting potential guest speakers
2. Confirming guest speakers 6 weeks in advance
3. Maintaining the roster for 5 minute member presentations
4. Maintaining the roster of Better Business Tip presenters
5. Announcing the speakers for the next meeting at each meeting
6. Co-ordinating and organising sponsored networking events (including preparation of invitations and running sheet).

### **13. Management Committee Meeting Minutes**

The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are prepared.

To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.