



Scottish  
Chambers of  
Commerce



# Director's Recruitment Pack

London Stock Exchange Group welcomes  
Scottish Chambers of Commerce  
work  
supporting growth, talent and business in  
and



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London  
Stock Exchange

Scottish Chambers of Commerce is seeking to appoint 2 Non Executive Directors from the Scottish Chamber Network.

## 1.0 Introductions from our President & Chief Executive

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I am a proud advocate of the role Chambers of Commerce play in Scotland and around the world. It is a great honour for me to serve as the President of the Scottish Chambers of Commerce and champion the business agenda, enabling us to create jobs, access new markets and grow our business communities. As a business owner myself and past-President of the Dundee & Angus Chamber of Commerce, I know first-hand the value and expertise the Scottish Chambers of Commerce Network brings to the table.



The additional talent that will be added to the SCC Board through this recruitment cycle will not only complement the skillset of the existing Board, but also act as an important enabler to facilitate the continued growth of SCC.

*Tim Allan, President*

Scottish Chambers of Commerce is a credible, influential and strong representative voice for business communities across Scotland. Everyday, we seek to win for business: from making it simpler for companies to do business internationally, to bringing business and education closer together in true collaboration, to raising our profile as a globally-connected business network.



The Board of Directors play a critical role in shaping and delivering SCC's strategic priorities. We are now looking to recruit two individuals to join our already dynamic board of Directors. It is a great opportunity to work with an energetic talented team at a critical time in our business cycle as we embrace the big economic challenges and opportunities to grow Scottish business.

*Dr. Liz Cameron OBE, Chief Executive & Director*

## 2.0 About Scottish Chambers of Commerce

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With 27 local Chambers across Scotland, as well as our fast-growing global network, the Chamber Network provides practical support to Scottish companies through an unrivalled suite of expert leadership events, business-to-business connections, mentoring services and international trade support.

We are a globally connected Network: the most influential and connected, with over 12,000 member businesses, representing over 50% of all private sector jobs in Scotland. Our unparalleled contribution is strengthened by our responsive business insight and economic intelligence and our unrivalled local knowledge and business to business connections make us Scotland's most informed and influential business support organisation.

**Our Vision** is to enable and leverage the Chambers of Commerce brand, as a trusted, credible and local voice of business, future-proofing its position as Scotland's most influential business network. We exist to:

- **Enable** a modern, collaborative, joined-up and global Scottish Chamber Network
- **Engage, Support and Connect** individual Chambers to increase sustainability, support businesses and the wider community in which they serve;
- **Maintain** a positive brand which is associated with credibility, delivery, influence and value

**Our Mission** is inspired and defined by a dynamic Chamber Network - our primary customers and stakeholders. Our vision has been influenced by Chief Executives & Presidents of the Chamber Network through a multi-channel approach including our SCC Council and SCC Board.

SCC's mission, as influenced by the Chamber Network is to:

- **Engage**, connect and understand the issues of Chambers and Chamber members representing those issues at a national and international level
- **Raise** the profile of the Chamber Network and the Chambers of Commerce brand
- **Maintain** a sustainable business model which services the Chamber Network and secures the long-term future of SCC and the Network

## 3.0 SCC: The Board

The business of SCC is managed by a talented team of Directors of the Company. The Board has a strategic and governance role to ensure that the SCC strategic direction formulated by SCC Network Council is effectively implemented and managed in accordance with Corporate Governance standards and the Companies Act.

Directors do not have an operational role or responsibility, therefore, do not become involved in the day-to-day executive management of SCC. However, there are many opportunities in which the Directors may take a strategic role on business themes such as international trade, talent development, and presenting business views to the many partners and stakeholders SCC engages and influences.

From time to time, Directors may also be asked to represent SCC at various events and meetings.

The SCC Board consists of three distinctive categories – they are

- Directors Independent members (3-year appointments)
- 3 Directors from the largest Chambers defined by membership number (substantive role)
- 3 Directors from the Chambers of Commerce membership network within the smaller/medium sized chambers;



Tim Allan, President  
Chief Executive  
Unicorn Property Group



Dr Liz Cameron OBE  
Chief Executive & Director  
Scottish Chambers of Commerce



Neil Amner  
(Glasgow Chamber of Commerce)  
Anderson Strathern



Scott Black  
(Edinburgh Chamber of Commerce)  
Managing Director  
FWB Park Brown



Stuart Cresswell  
Scotland Manager  
ABP Ports



Poonam Gupta OBE  
CEO  
PG Paper Company Ltd



Waiyin Hatton  
Director  
Wai Beyond



Colin Loveday  
Managing Director  
4G Scotland



Hazel Moffat  
Partner  
DLA Piper



Maggie Morrison  
Client Partner  
NTT Data UK



Val Russell  
Chief Executive  
Ayrshire Chamber of Commerce & Industry



Linda Scott  
(Small & Medium sized Chambers)  
Chief Marketing Officer  
CodeClan

## 4.0 Board of Directors: Role & Responsibilities

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Directors have a strategic and governance role, acting in the best interests of SCC in the following key areas:

### **Governance:**

- Provide effective stewardship of the resources of SCC company, ensuring that controls are in place to achieve proper and effective use of all the company's resources in line with best practice and best value
- Be responsible to SCC Council for the strict governance of the company, ensuring it meets Corporate Governance Standards, and compliance with the Companies Act and other relevant legislation at all times
- Attend Board meetings regularly and participate in other committees and/or working group as appropriate, in accordance with the Constitution and Articles of Association of the company

### **Strategic Leadership:**

- Contribute to the vision and development of the strategic direction of the business, ensuring growth and commercial viability
- Guide, maintain and oversee the business operations to ensure that agreed strategic and business plans are implemented effectively through reviews of operations and management accounts

### **Working in the best interests of SCC and its members:**

- Represent, at all times, the interest of all stakeholders and members of the organisation
- Represent the company to all customers, partners and wider stakeholders in a positive and passionate manner

**The Person Specification for the Director role is detailed in Appendix A.**

## 5.0 SCC Culture

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The reputation and image of SCC go beyond the branding and marketing of the organisation and its offerings. The culture of SCC is equally underpinned by the values and behaviours of its Directors in their leadership and ambassadorial role, outlined below:

- Directors are required to exercise their responsibilities in accordance with accepted standards of behaviour displaying and promoting selflessness, integrity, objectivity, accountability, openness, honesty, leadership and respect
- Directors may be asked to attend meetings representing SCC. They must be clear about their purpose and remit in attending the meeting, being aware that they are not doing so in their own capacity but implementing and communicating the position of SCC and its network
- SCC is a-political, any views expressed in the SCC capacity must be of an a-political nature
- SCC policies and procedures for staff apply equally to Directors
- The SCC Director's Hand-book section 5.8 provides a detailed summary of the way the Director should discharge their responsibilities



## 6.0 SCC Board: Key Information

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### **Board Meetings:**

- Board members are required to attend all meetings of the Board and Committees on which they serve. The Board meets 4 times a year
- SCC has 3 committees - Finance and Risk, Remuneration and Nominations which meet once per year
- The President appoints membership to these Committees on an annual basis. Directors are encouraged to inform the President of their interest/s, to enable a balanced distribution of skills/experience across the Committees

### **Accountability:**

- The posts will be responsible to the SCC Board and directly through the SCC President.

### **Conflicts of Interest:**

It is recognised that, occasionally, there will be items on the agenda where the decisions would conflict with the Directors' personal, professional or business interests; or with those of another organisation they may be involved with. The agenda for all SCC meetings includes a Declaration of Interest to enable potential conflicts of interest to be declared by Directors and managed accordingly.

### **Exclusions to Board Membership:**

Director appointments are not open to anyone who has been or becomes:

- Disqualified from holding a Directorship in a Limited Company
- Convicted of an offence involving deception or dishonesty
- Registered on the Sex Offenders Register

### **Terms & Conditions:**

Successful applicants will be co-opted onto the Board until the following AGM, where they will be nominated onto the Board for a three-year term. The posts are non-remunerated.

The Scottish Chambers of Commerce is the heart of Scotland's largest and most influential business network.



## 7.0 Appendix A: SCC Director – Person Specification

Qualities	Essential	Desirable
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Demonstrable strong and visible passion and commitment to SCC objectives and the chamber of commerce movement</li> <li>• Understanding and acceptance of the legal duties, responsibilities and liabilities of a non-Executive Director</li> <li>• Leading and displaying qualities and values of selflessness, integrity, objectivity, accountability, openness, honesty, leadership, and respect</li> <li>• Networking capabilities that can be utilised for the benefit of SCC</li> <li>• A strategic visionary able to lead and direct, creating a business for the future</li> <li>• Ability to commit time to SCC during the term of the appointment</li> </ul>	<p>Working as a team in the best interest of SCC and partner organisations.</p> <p>Able to foster and promote a collaborative dynamic team approach.</p>
<p><b>Expertise &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Current or recent expertise and experience in one or more of the following – business development, communications/media, education, financial planning and management, international business, marketing, raising income, management, organisational development</li> <li>• Ability to contribute to setting of strategic direction and monitor subsequent delivery</li> <li>• Successful track record of achievement throughout their career</li> </ul>	<p>Experience of governance and working with or as part of a Board of Directors/Trustees.</p> <p>Experience of external representation, delivering presentations and engaging stakeholders.</p>
<p><b>Knowledge &amp; Skills</b></p>	<ul style="list-style-type: none"> <li>• Broad knowledge and understanding of the issues affecting business</li> <li>• Ability to understand and analyse complex issues and information, think creatively and constructively, taking account of the differing views of others to reach robust and effective decisions</li> <li>• Ability to influence and communicate effectively with a broad range of stakeholders, as well as build strong and trusting relationships with such groups</li> </ul>	

## 8.0 Application Process & Submission

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**Find out more (including how to apply) about these opportunities to be at the heart of Scottish business.**

### **How to Submit your Application:**

Please submit your application, in the form of a covering letter/email and a CV, which provides an insight into your:

- Profile and statement of your successes
- Ambitions for your future – what would you like to get from becoming a Director of SCC?
- What you can bring to lead the strategic and business growth of SCC and its Network?

Please forward your application by no later than close of play Friday 27<sup>th</sup> September 2019 to [recruitment@scottishchambers.org.uk](mailto:recruitment@scottishchambers.org.uk)

### **What happens after your application is submitted:**

All applications for the SCC Board appointment will be considered by our Nominations Committee, who in turn will make their recommendations to the SCC Board.

If you would like to make a confidential inquiry with regard to the above, please email or phone Liz Cameron at [lcameron@scottishchambers.org.uk](mailto:lcameron@scottishchambers.org.uk) / 0141 444 7501 / 07801 500 589.

All shortlisted applicants will be invited to meet with our Nominations Groups to discuss and explore their application further in the morning of **Tuesday 29<sup>th</sup> October 2019** at SCC Offices, Glasgow.

### **Timetable:**

<b>Closing Date for Initial Applications</b>	<b>Friday 27th September, 2019</b>
<b>Interviews by Nominations Committee</b>	<b>Tuesday 29th October, 2019</b>
<b>Recommendations to SCC Board</b>	<b>Thursday 28th November, 2019</b>

### Scottish Chambers of Commerce

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199 Cathedral Street,  
Glasgow, G4 0QU

T: 0141 444 7500  
E: [admin@scottishchambers.org.uk](mailto:admin@scottishchambers.org.uk)

### Aberdeen & Grampian Chamber of Commerce

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The Hub, Exploration Drive,  
Aberdeen Energy Park,  
Bridge of Don,  
Aberdeen, AB23 8GX

T: 01224 343900  
E: [info@agcc.co.uk](mailto:info@agcc.co.uk)  
[www.agcc.co.uk](http://www.agcc.co.uk)

### Ayrshire Chamber of Commerce & Industry

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The Mezzanine,  
Glasgow Prestwick International Airport,  
Prestwick, KA9 2PL

T: 01292 678 666  
F: 01292 678 667  
E: [enquiries@ayrshire-chamber.org](mailto:enquiries@ayrshire-chamber.org)  
[www.ayrshire-chamber.org](http://www.ayrshire-chamber.org)

### Cairngorms Business Partnership Ltd

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Inverdrurie House,  
Inverdrurie,  
Aviemore, PH22 1QH

T: 01479 810200  
E: [office@visitcairngorms.com](mailto:office@visitcairngorms.com)  
[www.visitcairngorms.com](http://www.visitcairngorms.com)

### Caithness Chamber of Commerce

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Naver Business Centre,  
Naver House,  
Naver Road,  
Thurso, KW14 7QA

T: 01847 890076  
E: [info@caithnesschamber.com](mailto:info@caithnesschamber.com)  
[www.caithnesschamber.com](http://www.caithnesschamber.com)

### Dumfries & Galloway Chamber of Commerce

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Eskdale House,  
The Crichton, Bankend Road,  
Dumfries, DG1 4UQ

T: 01387 270866  
E: [admin@dgchamber.co.uk](mailto:admin@dgchamber.co.uk)  
[www.dgchamber.co.uk](http://www.dgchamber.co.uk)

### Dunbartonshire Chamber of Commerce

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Whitecrook Business Centre,  
78 Whitecrook Street,  
Clydebank, G81 1QF

T: 0141 280 0272  
E: [admin@dunbartonshirechamber.co.uk](mailto:admin@dunbartonshirechamber.co.uk)  
[www.dunbartonshirechamber.co.uk](http://www.dunbartonshirechamber.co.uk)

### Dundee & Angus Chamber of Commerce

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Unit 37, City Quay,  
Camperdown Street,  
Dundee, DD1 3JA

T: 01382 228545  
F: 01382 228441  
E: [info@dundeeandanguschamber.co.uk](mailto:info@dundeeandanguschamber.co.uk)  
[www.dundeeandanguschamber.co.uk](http://www.dundeeandanguschamber.co.uk)

### East Renfrewshire Chamber of Commerce

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Barrhead Foundry  
Main Street, Barrhead,  
East Renfrewshire, G78 1SW

T: 0141 887 6181  
E: [info@eastrenchamber.org.uk](mailto:info@eastrenchamber.org.uk)  
[www.eastrenchamber.org.uk](http://www.eastrenchamber.org.uk)

### Edinburgh Chamber of Commerce

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Chamber Business Centre, 2nd floor,  
40 George Street,  
Edinburgh, EH2 2LE

T: 0131 221 2999  
F: 0131 261 5056  
E: [info@edinburghchamber.co.uk](mailto:info@edinburghchamber.co.uk)  
[www.edinburghchamber.co.uk](http://www.edinburghchamber.co.uk)

### Fife Chamber of Commerce

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John Smith Business Centre,  
1 Begg Road,  
John Smith Business Park,  
Kirkcaldy, KY2 6HD

T: 01592 647740  
E: [info@fifechamber.co.uk](mailto:info@fifechamber.co.uk)  
[www.fifechamber.co.uk](http://www.fifechamber.co.uk)

### Forth Valley Chamber of Commerce Group

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(incorporating Stirling Chamber of Commerce)  
Suite 2, Scion House,  
Stirling University Innovation Park,  
Stirling, FK9 4NF

T: 01786 448 333  
E: [info@forthvalleychamber.co.uk](mailto:info@forthvalleychamber.co.uk)  
[www.forthvalleychamber.com](http://www.forthvalleychamber.com)  
[www.stirlingchamber.co.uk](http://www.stirlingchamber.co.uk)

### Glasgow Chamber of Commerce

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30 George Square,  
Glasgow, G2 1EQ

T: 0141 204 2121  
E: [chamber@glasgowchamberofcommerce.com](mailto:chamber@glasgowchamberofcommerce.com)  
[www.glasgowchamberofcommerce.com](http://www.glasgowchamberofcommerce.com)

### Inverclyde Chamber of Commerce

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Room 5, Victoria House,  
5 East Blackhall Street,  
Greenock, PA 15 1HD

T: 01475 806824  
E: [enquiries@greenockchamber.co.uk](mailto:enquiries@greenockchamber.co.uk)  
[www.greenockchamber.co.uk](http://www.greenockchamber.co.uk)

### Inverness Chamber of Commerce

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Metropolitan House,  
31-33 High Street,  
Inverness, IV1 1HT

T: 01463 718 131  
E: [info@inverness-chamber.co.uk](mailto:info@inverness-chamber.co.uk)  
[www.inverness-chamber.co.uk](http://www.inverness-chamber.co.uk)

### Lanarkshire Chamber of Commerce

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Barncluith Business Centre,  
Townhead St,  
Hamilton, ML3 7DP

T: 0330 094 7370  
E: [ingo@lanarkshirechamber.org.uk](mailto:ingo@lanarkshirechamber.org.uk)  
[www.lanarkshirechamber.org.uk](http://www.lanarkshirechamber.org.uk)

### Lochaber Chamber of Commerce

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15 High Street,  
Fort William,  
Inverness-shire, PH33 6DH

T: 01397 705 765  
E: [membership@lochaberchamber.co.uk](mailto:membership@lochaberchamber.co.uk)  
[www.lochaberchamber.co.uk](http://www.lochaberchamber.co.uk)

### Midlothian & East Lothian Chamber of Commerce

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Moulsdale House,  
Edinburgh College,  
24d Milton Road East,  
Edinburgh, EH15 2PP

T: 0131 603 5040  
E: [info@melcc.org.uk](mailto:info@melcc.org.uk)  
[www.melcc.org.uk](http://www.melcc.org.uk)

### Moray Chamber of Commerce

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Suite 7,  
Elgin Business Centre,  
Maisondieu Road,  
Elgin, IV30 1QP

T: 01343 543344  
E: [info@moraychamber.co.uk](mailto:info@moraychamber.co.uk)  
[www.moraychamber.co.uk](http://www.moraychamber.co.uk)

### Perthshire Chamber of Commerce

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Saltire House,  
3 Whitefriars Crescent,  
Perth, PH2 0PA

T: 01738 448 325  
F: 01738 450 402  
E: [info@perthshirechamber.co.uk](mailto:info@perthshirechamber.co.uk)  
[www.perthshirechamber.co.uk](http://www.perthshirechamber.co.uk)

### Renfrewshire Chamber of Commerce

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Bute Court, St Andrews Drive,  
Glasgow Airport,  
Paisley, PA3 2SW

T: 0141 847 5450  
F: 0141 847 5499  
E: [info@renfrewshirechamber.com](mailto:info@renfrewshirechamber.com)  
[www.renfrewshirechamber.com](http://www.renfrewshirechamber.com)

### Scottish Borders Chamber of Commerce

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27 North Bridge Street,  
Hawick, TD9 9BD

T: 07771 865 758  
E: [communications@borderschamber.com](mailto:communications@borderschamber.com)  
[www.borderschamber.com](http://www.borderschamber.com)

### West Lothian Chamber of Commerce

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Systems House, Alba Centre,  
Alba Business Park,  
Rosebank,  
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T: 01506 414808  
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[www.wlchamber.com](http://www.wlchamber.com)

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