



# Director's Recruitment Pack



Scottish  
Chambers of  
Commerce

*Network*

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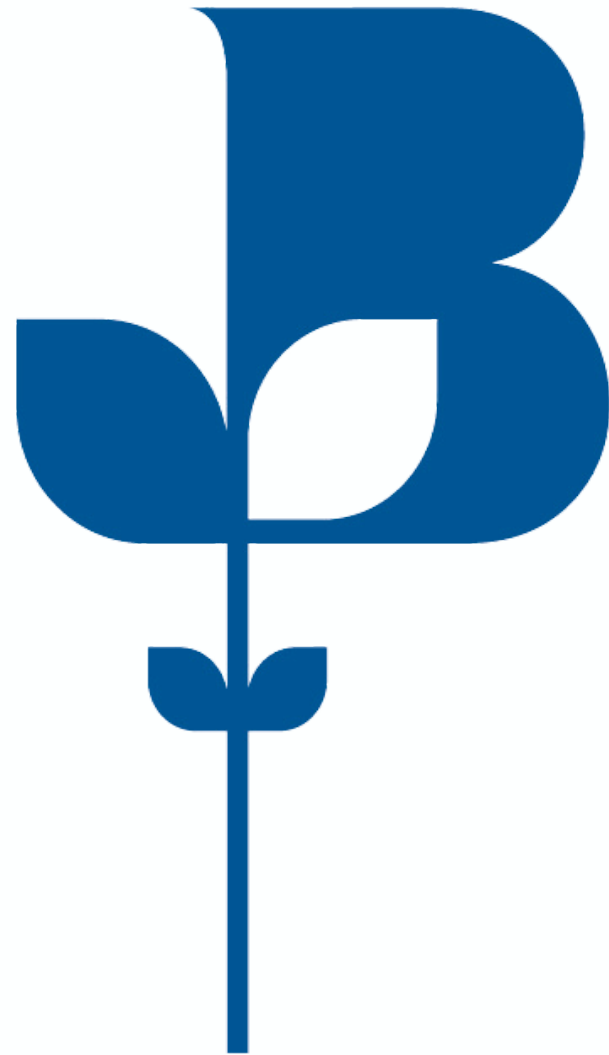
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# Introduction



**Stephen Leckie**  
**SCC President**

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**Chairman & Chief Executive**  
**Crieff Hydro Hotels**

"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 Perthshire Chamber of Commerce, I know first-hand the value and expertise the Scottish Chambers of Commerce Network brings to the table. It is an invaluable network which supports and enables businesses to grow and prosper.

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 milestone in our growth journey."

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"Scottish Chambers of Commerce is an 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 and to securing new investment which creates jobs in our communities. SCC's Board of Directors play a critical role in shaping and delivering SCC's strategic priorities.

We are now looking to recruit new individuals to join our dynamic Board of Directors. This is a great opportunity to work with an energetic talented team at a critical time for the economy as we tackle the big economic challenges and grasp opportunities to grow Scotland's economy."



**Dr Liz Cameron CBE**  
**Director & Chief Executive**  
**Scottish Chambers of**  
**Commerce**



# About Scottish Chambers of Commerce

**With 30 local Chambers across Scotland, as well as our fast-growing global network, the Chamber Network provides practical support to Scottish companies through our unrivalled suite of expert leadership events, business-to-business connectivity, mentoring services, international trade support and business policy representation.**

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 footprint 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, ensuring SCC speaks for every business community in Scotland. 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.

# 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.



**Stephen Leckie**  
President, SCC  
CEO, Crieff Hydro Hotels



**Dr Liz Cameron CBE**  
Director & Chief Executive



**Neil Amner**  
Director, Anderson Strathern



**Bruno Berardelli**  
Head of Asset Services,  
AMP Clean Energy



**Stuart Cresswell**  
Scotland Manager, AB Ports



**Dr Poonam Gupta OBE**  
CEO, PG Paper  
Vice President, SCC



**Jane Clark-Hutchison**  
Head of Client Relationships,  
Scottish Widows



**Colin Loveday**  
Founder & Owner, Predict Mobile



**Hazel Moffat**  
Partner, Burness Paull  
Vice President, SCC



**Stewart Nicol**  
CEO  
Inverness Chamber of Commerce

# Roles & Responsibilities of Directors

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

# SCC Culture

The culture of SCC is underpinned by the values and behaviours of its Directors in their leadership and ambassadorial role, outlined below:



**01**

**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**



**02**

**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**



**03**

**SCC is a-political, any views expressed in the SCC capacity must be of an a-political nature**



**04**

**SCC policies and procedures for staff apply equally to Directors**

# Key Information

## 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 with additional meetings scheduled from time to time.

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

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## Accountability

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

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## 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.

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## 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

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## 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.



# Application Process & Submission

## 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?

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## Deadline

Please forward your application by no later than 5pm on Friday 24th March 2023 to [recruitment@scottishchambers.org.uk](mailto:recruitment@scottishchambers.org.uk)

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## What happens after your application is submitted:

All applications for the SCC Board appointment will be considered by the 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 Liz Cameron, Director & Chief Executive at [lcameron@scottishchambers.org.uk](mailto:lcameron@scottishchambers.org.uk)

All shortlisted applicants will be invited to meet with the Nominations Committee to discuss and explore their application further.

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## Timetable:

**Closing Date for Applications:**

**Friday 24th March 2023**

**Interviews by Nominations Committee:**

**w/c Monday 17th April 2023**

# 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>	