

## **Acton Business Forum**

### **Terms of reference**

**The purposes of the Acton Business Forum – an independent group representing local businesses in Acton – are to:**

- act as a voice for and represent the views and opinions of the Acton Business Forum and of local businesses in Acton in general
- ensure that the views of local businesses are taken into account when any agency – governmental, council or other – is reviewing policy, legislating or simply seeking the views of the wider business community
- develop a strategy that will bring together local businesses to contribute to and influence the redevelopment of Acton.
- enlist, when appropriate, the support of members and/or representatives from the local authority, police and government bodies to ensure that the ABF presents a forceful and influential position
- foster and promote an environment in which the businesses and residents of Acton can work together in collaboration, bringing together the public, charities, the private sector and businesses themselves
- provide networking opportunities for all those engaged in commercial activity in Acton.

### **Eligibility for membership of the ABF**

All businesses engaged in commercial activity within the Acton area – from sole traders to large companies – are eligible to be members of the Acton Business Forum.

### **The Committee**

The principal voice of the Acton Business Forum is the Committee, which articulates the views of the ABF and (where appropriate) provides input when decisions that affect local businesses are being made.

The membership of the Committee comprises:

Chair Responsible for providing leadership to the Committee and chairs all its meetings.

Vice Chair Supports the chair and deputises in their absence.

Treasurer Responsible for maintaining accounts and providing regular reports, and for monitoring and reviewing the finances of the Acton Business Forum.

Secretary Responsible for: all correspondence and mailings; researching European and local regeneration funding and completing the necessary documentation for participation; co-ordinating with Action Acton, Ealing Council and the police; taking minutes of ABF meetings.

Marketing and Subscription Manager Responsible for ensuring maximum participation of local businesses in the ABF and maintaining subscription records and payments.

In addition, there will be seven other Committee members who will take on other responsibilities and duties as and when the ABF Committee decides it is appropriate.

### **How the Committee operates**

An annual general meeting (AGM) will be held annually in October, at which the Chair, Vice Chair, Treasurer and Secretary will be elected and appointed by simple majority votes of the members present at the meeting.

One month prior to the AGM, a letter will be sent to all members of the ABF requesting nominations for the above posts. Such nominations – including the names and signatures of members proposing and seconding the nominations – must be received by the Secretary at least two weeks before the AGM.

The Committee meets bi-monthly, or at least six times a year.

The ABF will have three cheque signatories: the Chair, Vice Chair and Treasurer. All cheques will require the signature of the Treasurer and must be countersigned by the Chair or Vice Chair.

A quorum of the Committee will comprise six members, of which two must be officers. Changes to these terms of reference can be made by majority vote of a minimum of five.