

## MyBoard Terms and Conditions

# MyBoard Teams

### Your Application pre-requisites

- + You are a Financial Member of SHBC
- + You have supplied SHBC with a completed Application form
- + You have completed your Member Profile
- + You have registered & attended the 'Network Coaching Workshop'
- + You have registered & attended the 'Introductions With Impact Workshop'
- + You have registered & attended at least, one Business Breakfast OR Business Lunch
- + You have registered & attended at least one combined 'Information Session' & 'Business After 5'

### IMPORTANT:

This process should take no longer than 60 days from the date of application due to the current cycle of workshop dates. Apart from our processing being influenced by your chosen business category, preferred MyBoard day and times, delays may still arise as we endeavor to ensure alignment with the most appropriate Team. Along this journey, contact from the MyBoard Management Team will be maintained to assist in providing you the current status of your application.

### Our application responsibilities

- + Confirm our receipt of your Application by email
- + Provide you guidance should any further details be required or additional clarification needed
- + Provide you regular feedback on the processing status of your Application
- + One month after your placement is finalised, elicit feedback on your Application and placement process.

### YOUR PARTICIPATION

The following MyBoard participation Terms and Conditions have been developed in an endeavour to ensure you and your fellow team members gain the most value from your collective experience together.

It is recognised that, despite being only one part of an overall larger Chamber MyBoard program, each MyBoard Team will evolve it's own culture. However, acceptance and implementation of these basic Terms and Conditions will enable the best opportunity for each Team to thrive and provide a mutual benefit.

1. With respect to your selected 'Business Category', it must be recognised that there may still exist some 'cross-over' of business categories within your specific Team. MyBoard participation requires the member to focus their contributions from the business perspective of your principal business category as nominated within your Application. Such respect within the MyBoard Team we've discovered, allows for greater clarity within the team. Further, where some 'cross-over' is proven to exist, we've observed an enabling of potential collaboration opportunities to evolve. Such an 'abundant mindset' has been evidenced in the healthiest and most thriving of Team.
2. MyBoard meetings are only able to be attended by the designated Chamber representative of a financial Chamber Member entity. The seat within a MyBoard Team is owned by the financial Chamber Member entity.
3. As MyBoard is a 'peer to peer' learning and support environment, the focus upon developing 'relationship' is paramount. As such, attendance is critical. MyBoard needs to be treated as if it were a valuable client where your meetings are scheduled and attendance recognised as important. An expectation to attend a minimum of 3 out of 4 meetings has been established as a measure of respect to the fellow team members of your MyBoard, in cases where these attendance requirements are not being fulfilled, the Team Leaders/Co-Leaders and Chamber MyBoard Portfolio executive reserve the right to declare your position available.
4. Where you are unable to attend a meeting, apologies are to be sent to your team Leader and Co-leader in writing no less than 48 hours prior to your meeting time. (Please do not 'cc' your fellow team members as this creates a negative influence in the lead up to the meeting)
5. The Professional Code of Conduct as outlined within the Sydney Hills Business Chamber Constitution applies to all meetings.
6. The issues of 'Privacy' and 'Confidentiality' are each highly valued within the MyBoard environment. Some of the most highly functional MyBoard teams are able to work courteously and respectfully creating a setting of professional intimacy. As such, MyBoard team cultures need to operate with a condition that no member is to share any disclosed confidential personal or commercial matters of individual members outside their own MyBoard Team.
7. Each member is provided the opportunity across the MyBoard year, to conduct at least one (1) presentation within their MyBoard Team. Such a presentation opportunity may be utilised to either, educate members of your business capabilities and target markets, or to request specific support, request assistance or seek counsel regarding a new initiative or area of current concern within your business. Should you wish an additional opportunity, then such a request can be made directly to your team Leader or Co-Leader for their approval and resultant scheduling.
8. Team Leaders and Co-Leaders are first points of contact in the event of any issues of concern or dispute arising within your Team. Whenever a matter is unable to be resolved, then this is to be escalated to the MyBoard Support partner, or MyBoard Portfolio Board Member as early as possible in order that an immediate resolution can be explored.
9. All MyBoard team members are encouraged to participate in a minimum of a single 'One 2 One' meetings (catch ups with fellow MyBoard team members) per month. (Member lists are available from your MyBoard Leader)

### IMPORTANT

Your MyBoard attendance, whilst extremely important, should be considered only one aspect of your overall membership relational marketing initiatives. As a broader Chamber engagement strategy, it is recognised that to compliment your MyBoard endeavours by additionally attending at least one (1) x Connecting & Networking event each month will significantly reinforce your overall Chamber experience and value proposition.