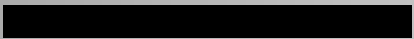




2023-2024



COMMITTEE HANDBOOK



Georgetown Chamber of Commerce
and Industry

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OVERVIEW

The GCCI has established a variety of committees to help advance its mission. Chamber members have the opportunity to become more involved. Serving on a committee allows you to connect with fellow business leaders at a deeper level while at the same time influencing Chamber programs and services. Welcome or recruit new members, develop business programs, share expertise, plan a banquet, and even contribute to the development of Chamber policy. As you assist in bringing individuals and businesses together, the possibilities are limitless.

The Chamber currently has 12 committees open to members, which are as follows:

- Trade And Investment Committee
- Security & Governance Committee
- Membership & Diversity Committee
- Finance Committee
- Fundraising Committee
- Advocacy & Economic Affairs Committee
- Human Resource Management Committee
- Construction & HSSE Committee
- Agriculture Sub-Committee
- Green Economy Committee
- Petroleum Committee
- Entrepreneurship & Small Business Committee

Each committee has a Chairperson, a Vice-Chairperson, a Secretary, and Committee Members. To aid in the spread of information, the Committees use both WhatsApp groups and Google Groups. Once you have been approved for committee membership, you will be given instructions on how to join the groups.



OVERVIEW

INTERPRETATION

In this Committee Handbook unless the context otherwise requires -

- "Chamber" means the Georgetown Chamber of Commerce and Industry.
- "Council" means the Council of the Chamber.
- "Member" means ordinary member and non-resident member as defined in Rule 3 of the amended rules of the Chamber and includes the representative of a firm or corporation.
- "Representative" means an individual nominated by a member to act on behalf of that member at meetings of the Chamber.
- "Chairperson" means a representative elected by Council.
- "Vice-Chairperson" means a representative appointed by the Committee Chairperson
- "Committee Member" means a representative that has been appointed to serve on a committee.
- "Secretary" includes any person appointed to perform the duties of Secretary.

Words imputing the singular shall include the plural and, vice versa words imputing the masculine gender shall include the feminine and words imputing persons shall include firms, corporations, Chambers, institutions, and other bodies of persons associated together for a common purpose.

TERMS OF REFERENCE

TRADE AND INVESTMENT COMMITTEE

Terms of Reference

- To liaise with the Ministry of Foreign Trade and International Cooperation (MOFTIC) on matters relating to the WTO, FTAA, EU / ACP, EPA, and CARICOM
- To liaise with the Ministry of Tourism Industry & Commerce and GOINVEST on matters related to Trade & Investment locally.
- To ensure that the interest of the Chamber Members and the local Private Sector are adequately represented at the various forums.
- To keep the Membership of the Chamber informed on a regular basis about any interesting developments in the areas being monitored.

SECURITY & GOVERNANCE COMMITTEE

Terms of Reference

- To review, upgrade and modernize the Chamber's Constitution with a view of making it more transparent and relevant to today's Business Environment.
- To develop a team that can mediate / advise and otherwise interact with our national security network on issues relating to crime.
- In cooperation with the Public Relations Sub-Committee, develop educational materials that can assist members of the business community to be better prepared to handle everyday crime: robbery, kidnapping, etc.
- To keep the members of the Chamber informed on a regular basis about any interesting developments under its preview.
- Liaise with the Guyana Police Force and other relevant authorities at least every three (3)
- Months to discuss matters of concerns for the Business Community.

TERMS OF REFERENCE

MEMBERSHIP & DIVERSITY COMMITTEE

Terms of Reference

- To ensure that all members of the Chamber abide with required rules and regulations.
- To seek new members with quality for the Chamber in order for the Chamber to remain financially viable and be a unified voice for the Business Community.
- To make recommendations to Council on all applications for Membership.
- To ensure that the members interest and concerns are adequately addressed by the Chamber.
- To keep the Chamber members informed.

FINANCE COMMITTEE

Terms of Reference

- To liaise with Government on Financially sensitive issues of importance to the Chamber's Membership
- To ensure that the Chamber remains financially viable in the short to medium terms.
- To ensure that the budgetary controls in place at the Chamber are followed.
- To seek donor & other funding for the Chamber's Secretariat.
- To liaise with bilateral and multilateral donors on matters associated with the Chamber.
- To keep the Chamber members informed on a regular basis about any interesting developments in the areas being monitored.

TERMS OF REFERENCE

FUNDRAISING COMMITTEE

Terms of Reference

- To ensure that the Chamber remains financially viable in the short to medium term.
- To coordinate the planning of any fundraising and promotional initiative such as Annual
- Dinner, Luncheons (Speaker Programs) etc.
- To plan & coordinate Promotional activities for the Chamber so that Businesses can view the Chamber as having a unified voice for the Business Community.
- Review and approve the budget for fundraising activities.
- To develop a Marketing Strategy for the Georgetown Chamber of Commerce.
- To ensure that timely communications are sent to members on matters of importance to the Chamber and the Business Community.
- To work in collaboration with other committees to coordinate fundraising activities to the benefit of the Chamber's members.

ADVOCACY & ECONOMIC AFFAIRS COMMITTEE

Terms of Reference

- To articulate members' concerns in a unified voice attracting policymakers' attention.
- To meet regularly with decision-makers to discuss key policy issues and establish channels of communication and close working relationships with their staff.
- To provide sound policy-relevant information to policymakers so that they may start automatically turning to business associations for policy advice.
- To engage in both proactive and reactive advocacy (help to set the policy agenda by voicing concerns and proposing specific policies as opposed to only reacting to proposals already on the table).



TERMS OF REFERENCE

ADVOCACY & ECONOMIC AFFAIRS COMMITTEE

Terms of Reference cont'd

- To keep abreast of imminent and current policy proposals so that they can thoroughly examine the issue and prepare a sound policy response.
- To help prevent frequent changes to the business-related legal and regulatory framework that scare away investors and hinder entrepreneurship.
- To monitor implementation of advocated policies to ensure that they are administered fairly, consistently, and swiftly, thereby strengthening the rule of law.
- To publicize successes to “brand” the association as an active agent of positive change.

HUMAN RESOURCE MANAGEMENT COMMITTEE

Terms of Reference

- Executive performance reviews.
- Executive compensation policies (including obtaining reasonable compensation comparability data, recommending the compensation and/or bonus amount; and following the rebuttable presumption of reasonableness procedures).
- Review of pay scales.
- Executive and key management succession planning.
- Review of staffing structures and needs.
- Review of benefits.
- Diversity initiatives.
- Independent contractor policies.
- Volunteer policies.
- Internship policies.
- Grievance policies.



TERMS OF REFERENCE

CONSTRUCTION & HSSE COMMITTEE

Terms of Reference

- To assist in developing the private sectors position on issues in the construction industry.
- To develop programmes, recommend policy and legislation amendments that contribute to the construction industry and its development.
- To represent the Chamber's members on all issues related to Construction industry.
- To organize and conduct seminars, forums, events, business to business meetings, trade missions and other activities related to the Construction industry.

Regulatory Issues

- Speed of regulatory approvals
- Building codes
- Zoning (CHPA and other local authorities' guidelines)
- Standard of materials
- Safety
- Training and Certification - Advocating for an accrediting authority for contractors. Certification tests can be used for tradesmen without the requisite qualifications.
- Process of approvals - Advocating for improved methods of communication and a timely process.

Business Issues

- Method of Procurement - Advocating for efficient and transparent tendering process.
- Prequalification - Advocating for a fair and open method of prequalification.
- Materials - Promotion of the use of local materials and import substitution where it is feasible.
- Financing for contractors
- The issue of contracts being awarded to contractors not qualified to undertake the job.



TERMS OF REFERENCE

AGRICULTURE SUB-COMMITTEE

Terms of Reference

- Policy Development: Create policies, guidelines, and avenues for procedure review for the Committee. Promotion and development of the Guyanese private sector, supporting and strengthening capacity building to engage the local agriculture sector.
- Education and capacity building: Support the development and implementation of Agriculture Sector Development Programs of the GCCI. Create information sessions to promote the advancement of the sector. Ensure that the Farmer's Association and farmers' groups are aware of systems and processes and that they are easily accessible and user friendly.
- Support the sustainability and vitality of agriculture and agribusiness.
- Problem Solving: Aid in resolution of issues related to the agriculture sector.
- Risk Management: Contribute to the development and implementation of systems including but not limited to implementing processes to compensate farmers for losses arising from natural disasters and other perils. Identify gaps in the sector and provide solutions to manage and close the gaps.
- Communication: Create forums for addressing the concerns of the farmers, ensuring that the relevant stakeholders are aware of and have access to sector communication, training, and development opportunities.
- Future Planning: Create a plan for regular reviews of the Committee identifying the need for changes and updates in support of sector changes.

Accountability

The Committee is accountable to the Council of the GCCI and will be aligned with the mission and values of the GCCI as identified in the Strategic Plan.



TERMS OF REFERENCE

AGRICULTURE SUB-COMMITTEE

Terms of Reference cont'd

Functions

The Committee will be responsible for the completion of the following tasks:

- Developing a work plan
- Information sharing, Training and Education Sessions
- Developing and implementing assessments and evaluation processes
- Developing a Communications Plan
- Committee Recruitment
- Orientation Process
- Regular reviews of the policies and procedures

GREEN ECONOMY COMMITTEE

Terms of Reference

- To assist in reducing environmental risks within the business community and to aim for sustainable development without disregarding the environment.
- To assist in the development of environmental best practices and green business tools.
- To empower Chamber members and the local business community to become environmentally aware by providing information and methods that are in accordance with sustainable ecological practices.
- To suggest programs and recommend policy and legislation amendments that contribute to sustainability, and to interface with other sectorial bodies to foster environmental awareness and further common goals.

TERMS OF REFERENCE

PETROLEUM COMMITTEE

Terms of Reference

- To assist in developing the private sectors' position on issues in the petroleum industry
- To develop programmes, recommend policy and legislation amendments that contribute to the petroleum industry and its development
- To represent the Chamber's members on all issues related to Petroleum industry
- To organize and conduct seminars, forums, events, business to business meetings, trade missions and other activities related to the Petroleum industry.

ENTREPRENEURSHIP & SMALL BUSINESS COMMITTEE

Terms of Reference

- To establish genuine and meaningful connections with BSOs and entities aimed at assisting SMEs
- To clearly and effectively represent the views of and advocate for policies on behalf of SMEs
- To keep Chamber members informed on important matters arising from the Entrepreneurship & Small Business Committee
- To provide opportunities for training, information-sharing, and networking
- To market and promote MSMEs
- To work with the Trade & Investment Committee, Fundraising Committee, and any other relevant committee.

MEMBER PROFILE

Each committee consist of a Chairperson, Vice-Chairperson, Secretary and Committee Members. In addition to specific roles required by the activities of individual Committees, chairs of Committees are expected to.

Committee Chairperson Roles and Responsibilities

- Chair the Committee meeting.
- Identifies issues that fall within the Committee charge initiates discussions, formulates proposals, and submits recommendations on the Committee's behalf to the Council.
- Work with staff to develop necessary work plans and meeting agendas.
- Report to the Committee on decisions of the Council or of Executive Management Committee that affect the Committee's work.
- Approve reports of Committee meetings before their distribution
- Where appropriate, guide the Committee in proposing new activities and service that will further the mission and goals of the GCCI.
- Notify the Vice Chairperson and Secretary immediately if circumstances prevent participation on the Committee.
- Where appropriate, make policy recommendations to the Council for consideration.
- In the absence of the Chairperson, the Vice Chairperson will assume the roles of the Chairperson.



MEMBER PROFILE

Committee Member Roles and Responsibilities

In addition to specific roles required by the activities of individual Committees, Members of Committees are expected to.

- Actively participate in the work of the Committee.
- Review all relevant material before Committee meetings.
- Be knowledgeable about Terms of Reference for the Committee and work within the scope of the Committee's Terms of Reference.
- Attend Committee meetings and voice objective opinions on issues.
- Pay attention to association activities that affect or are affected by the Committee's work.
- Support the efforts of the Committee Chair and carry out individual assignments made by the Chair.
- Report to the Committee Chair/Vice Chairperson/Secretary of the Committee when required.
- Be accessible to Secretary and other Committee Members, assist where possible with the retrieval of information from external sources/organizations.
- Attend required meetings.
- Notify the Chair and Secretary immediately if circumstances prevent participation on the Committee.
- Work as part of a team toward fulfilling the Committee's goals.



MEMBER PROFILE

Committee Secretary Roles and Responsibilities

Each Committee has its Staff Member who serves in the capacity of Secretary as liaisons and perform a variety of tasks, including:

- Orienting each new Committee Member and Chairperson on their responsibilities and work schedule. This may include a committee manual (in electronic form), which will include a committee roster, access information for the Committee listserv, minutes of previous Committee meetings, background on recent Committee activities, and information about key people with whom the Committee or Chairperson is likely to interact.
- Creating and updating Committee descriptions, procedural information, minutes, and activity reports.
- Working with Committee Chairpersons to ensure that Committee obligations are met and meeting agendas are set.
- Assisting the Chair with meeting setup and management.
- Coordination and communication between the Committee and the Council.
- Support the Chair in the preparation and implementation of the strategic and annual plans.



ATTENDANCE AND PARTICIPATION

1.

Committee members must attend at least ten Committee meetings per GCCI year.

2.

Members of the Committee will be required to support at least three Committee events/activities each year.

3.

Membership on the committee will expire at the end of the GCCI's fiscal year and is subject to renewal.

4.

To be eligible to serve on a committee, representatives must attend three consecutive committee meetings.



ABSENT OR INACTIVE MEMBERS

1.

If a Committee Member fails to attend or actively participate in Committee meetings and activities for three consecutive meetings, the Chair should speak with the individual individually to ascertain if there are schedule conflicts or other issues prohibiting attendance or involvement.

If there are, a conversation between the Chairperson and a Committee Member should take place to see whether these difficulties may be handled. If this is not the case, the Chairperson should suggest that the Committee Member resign from the Committee. If this is acceptable to all parties, the Member shall submit a letter of resignation to the Chairperson of the Committee, copying the Committee Secretary and the Executive Director of the GCCI.

2.

If the committee member cannot be contacted after three consecutive meetings, their participation on the committee shall be revoked. Reapplying for a membership on the committee is an option providing the cause deemed valid.

3.

If a Member's membership is discontinued or revoked, or a change in member profile initiated by the Primary Representative is made in regard to the committee member, the committee member's status may be withdrawn without prior notification.

REGISTRATION

- Each Chamber member in good standing is eligible to serve on a committee with a maximum of two (2) representatives.
- Each member is eligible to serve on all 12 committees.
- Representatives must attend at least three (3) consecutive committee meetings for their application to be approved.
- Representatives who have not attended three consecutive committee sessions may attend as guests but are not eligible to vote, nominate, or propose a motion/resolution.



Committee Registration Form



Fill out our Committee online application form here: [CLICK HERE](#).



REGISTRATION

Statutory Committee Meeting Dates

Committee	Scheduled Day	Time	Meeting Link
Trade and Investment	Second Monday	14:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 859 5568 6404 Passcode: 576383
Construction and HSSE	Third Monday	14:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 876 7222 5988 Passcode: 807509
Security and Governance	Second Tuesday	15:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 856 4128 6911 Passcode: 371865
Finance	Third Tuesday	13:30 hrs.	Join Zoom Meeting Click Here Meeting ID: 851 3747 7409
Membership and Diversity	Third Tuesday	11:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 847 0101 1644 Passcode: MDCM
Advocacy and Economic Affairs	Third Tuesday	12:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 894 0955 5506 Passcode: 302848

REGISTRATION

Statutory Committee Meeting Dates

Committee	Scheduled Day	Time	Meeting Link
Agriculture	Second Tuesday	16:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 853 4561 1751
Petroleum	Second Wednesday	15:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 872 9864 6719 Passcode: 167903
Entrepreneurship and Small Business	Second Thursday	12:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 842 6836 8229 Passcode: Entrep
Fundraising	Second Thursday	15:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 854 1938 7679 Passcode: 760047
Human Resource Management and Capacity Building	Second Thursday	10:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 814 3367 1707 Passcode: 260782
Green Economy	Third Thursday	15:00 hrs.	Join Zoom Meeting Click Here Meeting ID: 889 1497 9199 Passcode: 184892



CHAIRPERSON



Kester Hutson
Advocacy Business
and Economic Affairs



Gavin Ramsoondar
Finance



Kerri Gravesande-Bart
Membership and Diversity



Orson Ferguson
Security and Governance

CHAIRPERSON



Komal Ramnauth
Fundraising



Carlos Mendonca
Trade and Investment



Kathy Smith
Human Resource Management
and Capacity Building



Shaleeza Shaw
Green Economy

CHAIRPERSON



Richard Rambarran
Petroleum



Keon Howard
Construction and HSSE



Evie Kanhai-Gurchurran
Entrepreneurship and
Small Business



Brian Edwards
Agriculture

THANK YOU



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