

Remit

The functions of the BCC Trade Training Steering Group will be to:

- (a) advise the BCC on matters relating to the BCC Accredited Trade Training scheme:
 - (a.1) Content of assessment sheets for each course.
 - (a.2) Update content of assessment sheets for each course.
 - (a.3) Suggest courses to be covered by the scheme.
- (b) advise the BCC generally on matters relating to international trade training.

Membership

The BCC Trade Training Steering Group shall comprise:

- (a) the Chair; elected from the representatives. To be reappointed every two years.
- (b) a representative from any Accredited Chamber that has signed up to take part in the BCC Accredited Trade Training scheme.
- (c) a member of BCC staff will act as secretary to the group.

and the meetings of the BCC Trade Training Steering Group shall be chaired by the Chair, if the chair does attend, the BCC Trade Training Steering Group shall elect a chairman from its number.

Each Chamber shall be entitled to appoint from time to time one representative to the BCC Trade Training Steering Group and to remove from time to time any such appointee.

To be eligible for appointment by a Chamber a representative must be an employee of that Chamber. If a representative ceases to be an employee of its appointing Chamber, he or she shall ipso facto cease to be an a representative.

The BCC may remove a representative if, in the opinion of the BCC, he is acting in a manner which is calculated to or may as a result bring the Accredited Chamber Network or BCC into disrepute or cause them to be ridiculed or has acted in a manner prejudicial to the best interests of the Chamber of Commerce movement or BCC.

The appointment or removal of each representative shall take effect on delivery of notice in writing by the relevant Chamber to the Secretary of the group or on such later date (if any) specified in such notice.

Any representative who is unable to attend any meeting of the BCC Trade Training Steering Group shall be entitled to appoint an alternate to attend, speak and vote in his place. The alternate shall be an employee of the appointing Chamber. Such appointment shall be in writing and presented to the chairman of the BCC Trade Training Steering Group before the commencement of the meeting and the decision of the chairman as to whether such appointment is valid shall be final.

Meetings

The BCC Trade Training Steering Group will usually meet biannually.

The quorum necessary for meetings of the BCC Trade Training Steering Group shall be five representatives, the chair will count as a representative to decide if the meeting is quorate. Every member of the BCC Trade Training Steering Group present in person, by telephone or by electronic communication shall be counted in the quorum.

Reporting

The BCC Trade Training Steering Group shall in the exercise of its powers conform with the provisions of the BCC's Articles of Association and to any other regulations consistent with these Articles imposed on it by the Board and all such regulations shall always include provision for regular reports to the BCC. Any decisions of the BCC Trade Training Steering Group shall be minuted and a copy of the approved minutes shall be circulated to the representatives and to the BCC.