

RCCI Executive Guidelines and Managing Portfolios

The below list of duties is intended purely as a guideline, to assist you in managing your portfolio, on the RCCI's Board Membership.

- Director members report at the monthly or bi-monthly board meetings on their portfolio activities. A hard copy (printed or written) of your report must be handed to RCCI's office management prior to the meeting. (Short and brief)
- Directors manage their own portfolios without the intervention of other Director's members and are required to liaise with the CEO, as to ongoing needs and their activities.
- Each portfolio committee member is to prepare press and /or newsletter articles relating to their portfolio, where necessary and relevant. Information for the web site is vitally important. (Not relevant for Finance Portfolio except year end article)
- Director members are required to provide RCCI Members with information relative to their portfolios, on request. No fee may be charged for telephonic advice. The Member must be informed of any fees in advance in writing.
- All Directors are encouraged to form subcommittees/interest groups relative to their portfolios, which in turn improve the services to the Chamber members as well as excel the portfolio operation. Updates on the committees and interest groups activities, to be reported at board meetings. Chamber CEO to agree to the sub-committee member's appointment.
- Directors who do not attend three executive meetings in succession will automatically lose their seat on the board of the chamber, and a suitable replacement will be co-opted as per the MOI rulings.
- Directors must try to participate at all RCCI functions and events, where possible, acting as hosts to RCCI Members. They must also arrange their own functions with sponsorship funds.
- Directors are encouraged to recruit at least 1 new member per month.
- Positive interaction and support are required from each Director who all work with the Chamber CEO.

RCCI vacant positions and their portfolios to be led by the President, Vice President and 5 additional directors with an option to co-opt two additional board members.

RCCI Sub Committees

- Finance, Audit and Risk Committee.
- Compensation/ Remuneration Committee.
- Small Business Capacity Building, Training and Development Committee.
- Policy and Governance Committee.
- Trade and Investment Relations.
- Strategic Events and Women in Business.
- Randburg Precinct Management District, Special Economic Zone Committee.
- Corporate Affairs Committee.
- Marketing and Sponsorship.

Roles and Responsibilities of the RCCI Sub Committees

1. **Finance, Audit and Risk Committee** - Oversees financial reporting, internal controls, risk management, and the appointment of external auditors. With primary Focus: Financial integrity, compliance, and fraud prevention and identifying and mitigating operational, financial, reputational, and cybersecurity risks.
2. **Remuneration (Compensation) Committee** - Determines the salaries, bonuses, and benefit packages for executives and board members. Primary Focus: Aligning executive pay with company performance and membership and stakeholders' interests.
3. **Small Business Capacity Building, Training and Development Committee** – the committee encompass training and support strategies designed to help entrepreneurs and small businesses scale operations, improve financial management, and access new markets. By focusing on targeted training, businesses build the internal infrastructure required for long-term sustainability, job creation, and resilience.
4. **Policy and Governance Committee** - Oversees organizational policy formulation, ensures regulatory compliance, and upholds corporate governance best practices. It guides the strategic direction of RCCI and ensures accountability at all levels.
5. **Trade and Investment Relations Committee** - The committee actively monitors trade relations with major partners. Tasked with oversight of the country's trade policies, international economic partnerships, and investment promotion.

6. **Strategic Events and Women in Business** – The committee formulate essential networks designed to empower female entrepreneurs, foster mentorship, and drive corporate leadership. Advocates host high-level conferences, skills-training workshops, and localized networking mixers to help members break barriers and scale their enterprises.
7. **Randburg Precinct Management District, Special Economic Zone Committee** – This Committee involves the oversight and improvement of the Greater Randburg CBD urban or commercial areas. Separately Managed by non-profit company and Special Rating Areas, they deliver supplementary municipal services—like enhanced security, cleaning, and infrastructure maintenance—funded by local property owners to drive investment and safety. is also responsible for driving and overseeing geographically designated industrial and trade zones. The committee is tasked with attracting investment, generating jobs, and accelerating industrialization in Randburg.
8. **Corporate Affairs Committee** – primary mandate focuses on overseeing reputation management, stakeholder relations, legislative compliance, and environmental, social, and governance (ESG) practices.
9. **Marketing and Sponsorship Committee** – The Committee drives RCCI's revenue generation and brand awareness by securing external partnerships, managing corporate funding, and directing promotional campaigns. The Committee bridge the gap between the RCCI, industry partners, and the community to maximize the value of its events and assets.