

The Business Environment Network (TBEN)

Terms of Reference

1. Remit

- 1.1 The Steering Group will meet once per quarter, with a Steering Group AGM held at the third meeting of each year (usually September).
- 1.2 The Steering Group will be made up of a minimum of four business member representatives and representatives of Shropshire Wildlife Trust.
- 1.3 The Steering Group Structure, the Terms of Reference and the network mission statement, will be reviewed once per year at the Steering Group AGM.
- 1.4 Every two years the Steering Group will nominate a new Chair and Vice-Chair. This process will involve the TBEN Coordinator asking for self-nominations from all, and those interested in standing for the roles will be voted on by other Steering Group members in a secret ballot. In the event that no new Chair and/or Vice-Chair are nominated, the existing Chair and/or Vice-Chair can have their role extended by one year with annual reviews thereafter.
- 1.5 The Chair/Vice-Chair role(s) will include chairing the quarterly Steering Group meetings, providing the introduction to the networking events.
- 1.6 The TBEN Coordinator and team will provide event coordination and secretariat services to the Steering Group. Draft agendas will be sent to the Steering Group at least 2 weeks before each meeting with a request for comments/additional items. Final agenda, minutes of the previous meeting and any other papers circulated will be circulated at least one week before each meeting.
- 1.7 The funding for relevant secretariat services for the Network will be agreed by the Steering Group.
- 1.8 The Steering Group will:
 - Develop a strategy for the Business Environment Network.
 - Liaise with the local business community and other relevant Business Environment Networks.
 - Actively recruit new members through their existing customers, suppliers and other business contacts.
 - Develop the agenda and the topics for forthcoming TBEN events.
 - Determine future membership rates.

2. Aim

The aim of the Business Environment Network is to:

- Facilitate a gain for both business and the region's landscapes.
- Ensure a greater understanding of the importance of the sustainability of those landscapes.
- Reconnecting the business community with the landscape around them.
- Deliver improvements to the environment.

3. Composition of the Business Environment Network

The Network aims to comprise members and affiliates representing:

- Business community.
- Business support organisations.
- The relevant Wildlife Trust(s).

4. Operation of the Network

The Business Environment Network events will be held 5 times per annum as agreed by the Steering Group at venues as agreed.

Membership of the network will be acquired with payment of the following annual minimum membership rates, plus VAT at the prevailing rate:

- Charity membership - £50 p.a.
- Community Interest Company membership - £150 p.a.
- Small business (1-5 employees) membership - £150 p.a.
- Medium business (6-50 employees) membership - £250 p.a.
- Large business (50+ employees) membership - £400 p.a.

Businesses will be permitted to attend one networking event before deciding whether to join. Businesses wishing to access TBEN events beyond this without joining will be charged at a rate of £100 per delegate per event.

The Wildlife Trust and the TBEN Coordinator's contribution will be in the form of services and other in-kind contributions.

The allocation of all membership fees will be as agreed by the Steering Group. The TBEN Coordinator will be responsible for organising the allocations of membership fees as instructed by the Steering Group.

The accountable body for all finances will be Shropshire Wildlife Trust (SWT).

5. Mission statement

To enable likeminded organisations across the region to do more business with each other and improve their environmental performance through knowledge building of the importance of a long-term sustainable future where ultimately, we all impact less on our precious natural resources.