



ANNUAL BUSINESS CHAMBER COMPETITION 2015 - 2016

ELUCIDATION

This year the annual business chamber competition will again be launched in three (3) categories: for the **President's Trophy**, the **Vice President's Trophy** and the **Emerging Business Chamber of the Year Trophy**. Included herewith is the complete set of documents for the three categories of the competition, as outlined below. Please exercise your choice of entry in accordance with the prescriptions for each category.

Your entries should reach us no later than **16 September 2016**.

1. Business Chamber Competition for the President's Trophy

Large business chambers with a membership of 120 and above compete for the President's Trophy, and are requested to complete **ANNEXURE A**.

2. Business Chamber Competition for the Vice President's Trophy

Business chambers with a membership below 120 compete for the Vice President's Trophy, and are requested to complete **ANNEXURE B**.

3. Emerging Business Chamber of the Year Trophy

Newly entering business chambers (**irrespective of size or membership**), in operation for less than two years, compete in this category and are requested to complete **ANNEXURE C**. **This category provides new business chambers with an opportunity to be involved in the competition.**

4. The evaluation will be conducted by an independent committee.

5. **VERY IMPORTANT:** BUSINESS CHAMBERS SHOULD EVALUATE THEMSELVES IN THE RELEVANT COLUMN OF THE LIST OF NORMS.

NOTAS:/NOTES

1. As in the past, the competition is conducted within the framework of national congress to national congress. Therefore, the effective timeframe for this year's competition is mid October 2015 to 16 September 2016.

2. Guidelines for entries.

- Business chambers should include in the competition forms **all such documentary proof** as requested on the entry form. You should take care that the documentary proof for each category is kept separate, and that it is clearly marked and bound with your entry form.
- Business chambers are requested to courier their neatly bound and user-friendly entries to the national office of the AHI.

- The quality of your entry as well as its presentation will be taken into account in the evaluation.
- During the National Congress a trophy will be awarded to the winner of each of the three categories, while certificates will be presented to the two finalists in each category.
- Please send your entries for the attention of Ms Marieta van Zyl, who will in turn hand these to the evaluation committee. The onus lies with you to contact the AHI's national office to ensure that we have received your entry.
- Should you wish to present sections of your entry in electronic visual format, you are welcome to do so and to include these in your entry. You should, however, clearly indicate the sections of your entry to which the electronic inserts apply.

You are most welcome to direct any queries to Marieta van Zyl at marietavz@ahi.co.za

ANNEXURE A

ENTRY FORM - PRESIDENT'S TROPHY	
NAME AND ADDRESS OF BUSINESS CHAMBER: ----- -----	
TELEPHONE NUMBER:	
DATE ESTABLISHED:	
NAME AND ADDRESS OF CHAIRPERSON	NAME AND ADDRESS OF SECRETARY
CERTIFICATION BY BUSINESS CHAMBER	
It is certified hereby that the entry form in respect of the above-mentioned business chamber was completed for the period:	
15 OCTOBER 2015 TO 16 SEPTEMBER 2016	
COMPLETED BY:	
Name:.....	Signature:.....
Designation:.....	Date:.....
CHECKED AND CERTIFIED AS CORRECT BY:	

Name:

Signature:.....

Designation:

Date:.....

LIST OF NORMS: PRESIDENT'S TROPHY

		Maximum score	Business Chamber score	Evaluation score
A. <u>MANAGEMENT AND ADMINISTRATION</u>				
1.	<p>How often does your business chamber have members' meetings and other functions (annual meeting excluded)? Attach attendance lists as documentary proof.</p> <p>Number of functions:</p> <p>More than 13 : 10 points</p> <p>8 to 12 : 6 points</p> <p>Less than 8 : 3 points</p>	10		
2.	<p>Did your business chamber have an annual general meeting? Attach minutes of the meeting.</p>	4		
3.	<p>a. Did your business chamber in the current financial year pay affiliation fees to your relevant provincial management according to the new affiliation system? Attach proof of payment.</p>	8		
	<p>b. Did your business chamber provide your membership database to Provincial Management and AHi National? Include complete database in your entry.</p>	8		
4.	<p>a. What was the nett membership growth shown by your business chamber during the year under review?</p> <p>20% plus - 6 points</p> <p>16 - 20% - 5 points</p> <p>11 - 15% - 4 points</p> <p>6 - 10% - 3 points</p> <p>0 - 5% - 2 points</p> <p>Membership at beginning of previous financial year</p> <p>Membership at end of previous financial year</p> <p>Attach documentary proof.</p>	6		
5.	<p>Did your business chamber, besides a schedule of meetings, also compile a complete annual programme against which</p>	4		

	performance can be measured? Attach your complete annual programme and monitoring report.			
SUBTOTAL		40		

B.	<u>BUSINESS CHAMBER SERVICES TO MEMBERS</u>	Maximum score	Business chamber score	Evaluation score
1.	Does your business chamber circulate a newsletter to its members (general communication excluded)? If "yes", how many per year? Attach examples of each. Two points per newsletter to a maximum of 8 points.	8		
2.	Does your business chamber circulate economic overviews received from AHi National or from its own ranks, as well as other general, relevant communication to your members? Attach examples of such communication. One point per example to a maximum of 10.	10		
3.	Did your business chamber in any way, either through direct communication and/or other actions, actively promote opportunities in the business sector for business chamber members? 4 points per instance. Provide clear details on a separate sheet.	16		
4.	Did your business chamber give recognition to performances of business chamber members and/or non-members, e.g. officials from the public sector (municipality) who deliver good work in and for the community? 3 points per instance. Provide details with proof on a separate sheet.	9		
5.	Did your business chamber undertake an evaluation of its service delivery to its members? If "yes", provide details with proof on a separate sheet.	6		
6.	Did your business chamber attend the following? a) AHi National Congress b) Provincial Congress or provincial management meetings Provide the names of the delegates. 	4 2		
7.	1. Does your business chamber have a website and/or social platform, such as facebook, twitter, etc., as a means of communication? Provide examples of the homepage/facebook/twitter profile 2. Does your business chamber host social events which make provision for community involvement, e.g.: • A golf day/other. Please substantiate. 2 points per event. • An annual dinner or prestige event for members, with a guest speaker. Please substantiate and provide proof.	5 4 2		
	SUBTOTAL	66		

C.	BUSINESS CHAMBER ACTIVITIES AND BROADENING SPHERE OF INFLUENCE IN YOUR COMMUNITY	Maximum score	Business chamber score	Evaluation score
1.	<p>Did your business chamber launch any actions to promote entrepreneurship?</p> <p>1. Within business chamber framework. 5 points per action.</p> <p>2. Outside of business chamber framework, e.g. creating incubator programmes for emerging entrepreneurs not yet involved in your business chamber. 5 points per action.</p> <p>Provide details and proof on a separate sheet.</p>	<p>10</p> <p>10</p>		
2.	<p>Was your business chamber involved in socio-economic community projects to improve community involvement of the business chamber and to promote business chamber involvement in this regard?</p> <p>4 points per project. Provide details on a separate sheet.</p>	8		
3.	<p>1. Does your business chamber have a programme and actions for dialogue with your relevant local authority to promote service delivery and cooperation between the local municipality and the business chamber, e.g. by entering into an MoU?</p> <p>4 points per action. Provide details on a separate sheet for each action in this regard.</p> <p>2 Did your business chamber engage in talks with political and/or other economic power groupings (including other business organisations such as NAFCOC, SACCI and FABCOS) during the past year?</p> <p>4 points per action. Provide details on a separate sheet and attach the relevant correspondence.</p>	<p>12</p> <p>12</p>		
4.	<p>Was your business chamber involved in local economic development (LED) and business development and growth through representation on such forums? AND/OR Was your business chamber involved in projects and/or direct actions to improve and promote LED and the business environment on behalf of its members?</p> <p>5 points per involvement or project. Provide full details with examples on a separate sheet.</p>	20		
5.	<p>Does your business chamber have a good working relationship with the local media?</p> <p>Please list the following:</p> <p>1.Frequency of exposure, e.g. number of articles</p> <p>2.Opportunities to emphasize and promote the role and function of the business chamber in the local media</p> <p>4 points per action.</p>	12		
6.	<p>Describe and provide proof of exceptional and excellent projects promoting members' or local business interests that your business chamber planned and implemented during the year and which your business chamber feels deserve special mentioning.</p> <p>5 points per project. Please provide details and motivation on a separate sheet.</p>	10		
SUBTOTAL		94		
GRAND TOTAL (A +B + C)		200		

7.	In no more than 300 words, provide motivation as to why your business chamber, in your opinion, should win the competition.	10	General point awarded by evaluation committee
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ANNEXURE B

ENTRY FORM - VICE PRESIDENT'S TROPHY

NAME AND ADDRESS OF BUSINESS CHAMBER:

TELEPHONE NUMBER:

DATE ESTABLISHED:

NAME AND ADDRESS OF CHAIRPERSON

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NAME AND ADDRESS OF SECRETARY

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CERTIFICATION BY BUSINESS CHAMBER

It is certified hereby that the entry form in respect of the above-mentioned business chamber was completed for the period:

15 OCTOBER 2015 TO 16 SEPTEMBER 2016

COMPLETED BY:

Name:..... Signature:.....

Designation:..... Date:.....

CHECKED AND CERTIFIED AS CORRECT BY:

Name: Signature:.....

Designation: Date:.....

LIST OF NORMS: VICE PRESIDENT'S TROPHY

		Maximum score	Business chamber score	Evaluation score
A. <u>MANAGEMENT AND ADMINISTRATION</u>				
1.	<p>How often does your business chamber conduct members' meetings and other functions (except annual general meeting)? Attach attendance lists as documentary proof.</p> <p>Number of functions: More than 13 : 10 points 8 to 12 : 6 points Fewer than 8 : 3 points</p>	10		
2.	<p>Did your business chamber have an annual meeting? Attach minutes of the meeting.</p>	4		
3.	<p>a. Did your business chamber in the current financial year pay your affiliation fees to your relevant provincial management according to the new affiliation system? Include proof of payment.</p>	8		
	<p>b. Did your business chamber provide a database of members to the provincial management and AHi National? Include complete database with your entry.</p>	8		
4.	<p>What was your business chamber's nett membership growth during the year under review? Maximum: 6 points. 20% plus – 6 points 16 - 20% - 5 points 10 - 15% - 4 points 6 - 10% - 3 points 0 - 5% - 2 points</p> <p>Membership total at beginning of previous financial year: Membership total at end of previous financial year: Attach documentary proof.</p>	6		
5.	<p>Did your business chamber, besides a schedule of meetings, also compile a complete annual programme against which performance can be measured? Attach your complete annual programme and monitoring report.</p>	4		
SUBTOTAL		40		

B	<u>BUSINESS CHAMBER MEMBERS' SERVICES</u>	Maximum score	Business chamber score	Evaluation score
1.	Does your business chamber circulate a newsletter to members (general communication excluded)? If "yes", how many per year? Attach examples of each. 2 points per newsletter to a maximum of 8 points.	8		
2.	Does your business chamber circulate economic reviews, received either from AHi National or from its own ranks, as well as other general, relevant communication to your members? Attach examples of communication. One point per example to a maximum of 10.	10		
3.	Did your business chamber in any way, either through direct communication and/or other actions, actively promote opportunities in the business sector for business chamber members? 4 points per instance. Provide clear details with proof on a separate sheet.	12		
4.	Did your business chamber give recognition to performances of business chamber members and/or non-members, e.g. officials from the public sector (municipality) who deliver good work in and for the community? 3 points per instance. Provide details with proof on a separate sheet.	6		
5.	Did your business chamber attend the following congresses? a) AHi National Congress b) Provincial Congress or management meetings in your province? Provide the names of the delegates.	4 2		
6.	1. Does your business chamber have a website and/or social platform such as facebook, twitter, etc., as a means of communication? Provide examples of the homepage/facebook/twitter profile. 2. Does your business chamber host social events which make provision for community involvement, such as: • A ghole day/other. Please substantiate. 2 points per event. • An annual dinner or prestige event. Please substantiate and provide proof.	2 4 2		
	SUBTOTAL	50		

C.	BUSINESS CHAMBER ACTIVITIES AND BROADENING OF SPHERE OF INFLUENCE IN YOUR COMMUNITY	Maximum score	Business chamber score	Evaluation score
1.	<p>Did your business chamber launch any actions to promote entrepreneurship?</p> <p>a. Within business chamber framework 6 points per action.</p> <p>b. Outside of the business chamber framework, e.g. creating incubator programmes for emerging entrepreneurs not yet involved in your business chamber. 6 points per action. Provide details and proof on a separate sheet.</p>	12 5		
2.	<p>Was your business chamber involved in socio-economic community projects to improve the business chamber's community involvement and exposure in this regard? 4 points per instance. Provide details on a separate sheet.</p>	8		
3.	<p>3.1 Does your business chamber have a programme and actions for dialogue with your relevant local authority to improve service delivery and cooperation between the local authority and the business chamber, e.g. by intering into an MoU? 4 points per action. Provide, on a separate sheet, details for each action in this regard.</p> <p>3.2 Did your business chamber engage in talks with political and/or other economic power groupings (including other business organisations such as NAFCOC, SACCI and FABCOS) during the past year? 4 points per action. Provide details on a separate sheet together with relevant correspondence.</p>	12 12		
4.	<p>Was your business chamber involved in local economic development (LED) and business development and growth through representation on such forums? AND/OR Was your business chamber involved in projects and/or direct actions to improve and promote LED and the business environment on behalf of members? 4 points per involvement or project. Provide details on a separate sheet.</p>	12		
5.	<p>Does your business chamber have a good working relationship with the local media? Please list the following:</p> <p>a. Frequency of exposure, e.g. number of articles b. Opportunities to emphasize and promote the role and functions of the business chamber in the local media. Provide examples of actions. 3 points per action.</p>	9		
6.	<p>Describe and provide proof of exceptional and excellent projects to promote members' or local business interests that your business chamber planned and implemented during the year and which your business chamber feels deserve special mentioning. 5 points per project. Please provide details and motivation on a separate sheet.</p>	10		
SUBTOTAL		80		
GRAND TOTAL (A +B + C)		170		

8.	In no more than 300 words, provide motivation why your business chamber, in your opinion, should win the competition.	10	General point awarded by evaluation committee
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ANNEXURE C

ENTRY FORM - EMERGING BUSINESS CHAMBER OF THE YEAR

NAME AND ADDRESS OF BUSINESS CHAMBER:

TELEPHONE NUMBER:

DATE ESTABLISHED:

NAME AND ADDRESS OF CHAIRPERSON

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NAME AND ADDRESS OF SECRETARY

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CERTIFICATION BY BUSINESS CHAMBER

It is certified hereby that the entry form in respect of the above-mentioned business chamber was completed for the period:

15 OCTOBER 2015 TO 16 SEPTEMBER 2016

COMPLETED BY:

Name:..... Signature:.....

Designation:..... Date:.....

CHECKED AND CERTIFIED AS CORRECT BY:

Name: Signature:.....

Designation: Date:.....

LIST OF NORMS: EMERGING BUSINESS CHAMBER OF THE YEAR

		Maximum score	Business chamber score	Evaluation score
A. <u>MANAGEMENT AND ADMINISTRATION</u>				
1.	<p>How often does your business chamber conduct members' meetings and other functions (annual general meetings excluded)? Attach attendance lists as documentary proof.</p> <p>Number of functions: More than 13 : 10 points 8 to 12 : 6 points Less than 8 : 3 points</p>	10		
2.	<p>Did your business chamber have an annual meeting? Attach minutes of the meeting.</p>	4		
3.	<p>1. Did your business chamber in the current financial year pay affiliation fees to the provincial management according to the new affiliation system? Include proof of payment.</p> <p>2. Did your business chamber provide the provincial management and AHi National with your database of members? Include complete database.</p>	6 6		
4.	<p>What was the nett membership growth of your business chamber during the year under review?</p> <p>20% plus – 6 points 16 - 20% - 5 points 11 - 15% - 4 points 6 - 10% - 3 points 0 - 5% - 2 points</p> <p>Membership at the beginning of the previous financial year Membership at the end of the previous financial year Attach documentary proof.</p>	6		
SUBTOTAL		32		

B	<u>BUSINESS CHAMBER SERVICES TO MEMBERS</u>	Maximum score	Business chamber score	Evaluation score
1.	<p>Does your business chamber circulate a newsletter to your members? If "yes", how many per year? Attach examples.</p> <p>2 points per newsletter to a maximum of 8 points.</p>	8		
2.	<p>Did your business chamber in any way, either by means of direct communication and/or other actions, actively promote business opportunities to business chamber members? 4 points per effort to a maximum of 8 points.</p>	8		
3.	<p>Did your business chamber give recognition for performances of business chamber members and/or non-members, e.g. officials from the public sector (municipality) who deliver good work in and for the community? 3 points per instance. Provide details on a separate sheet.</p>	6		
4.	<p>Did your business chamber attend the provincial congress or provincial management meeting in your province? Provide the names of the delegates.</p> <p>..... </p>	5		
5.	<p>1. Does your business chamber have a website and/or social platform, e.g. facebook, twitter, etc. as a means of communication? Provide examples of the homepage/facebook/twitter profile.</p> <p>2. Does your business chamber have social events which make provision for community involvement, such as:</p> <ul style="list-style-type: none"> • A golf day/other – Please substantiate. 2 points per event. • An annual dinner or prestige event for members, with a guest speaker. Please substantiate and provide proof. 	2 4 2		
	SUBTOTAL	35		

C.	<u>BUSINESS CHAMBER ACTIVITIES AND BROADENING OF THE INFLUENCE SPHERE IN YOUR COMMUNITY</u>	Maximum score	Business chamber score	Evaluation score
1.	<p>Did your business chamber launch any actions to promote entrepreneurship?</p> <p>a Within business chamber framework; 5 points per action.</p> <p>b Outside of the business chamber framework, e.g. creating incubator programmes for emerging entrepreneurs not yet involved in your business chamber. 5 points per action.</p> <p>Provide details on a separate sheet.</p>	<p>10</p> <p>5</p>		
2.	<p>Was your business chamber involved in socio-economic community projects to promote the business chamber's community involvement and exposure in this regard?</p> <p>4 points per effort. Provide details on a separate sheet.</p>	8		
3.	<p>Does your business chamber have a programme of action for dialogue with your local authority, either in local or district context, to promote service delivery and cooperation between the local authority and the business chamber, e.g. by entering into an MoU?</p> <p>4 points per action. Provide details on a separate sheet for each action in this regard.</p>	8		
4.	<p>Does your business chamber have a good working relationship with the media?</p> <p>Please list the following:</p> <p>a. Frequency of exposure, e.g. number of articles</p> <p>b. Opportunities to emphasize and promote the role and functions of the business chamber in the local media</p> <p>4 points per action.</p>	12		
5.	<p>Describe and provide proof of exceptional and excellent projects to promote members' or local business interests that your business chamber planned and implemented during the year and which your business chamber feels deserve special mentioning.</p> <p>5 points per project. Please provide details and motivation on a separate sheet.</p>	10		
SUBTOTAL		53		
GRAND TOTAL (A +B + C)		120		

6.	In no more than 300 words, provide a motivation why your business chamber, in your opinion, should win the competition.	10	General point by evaluation committee
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