



## **Voucher Policy**

From time to time the Chamber may seek to issue vouchers to individuals or organisations to be redeemed for products upon the High Street. An example of which would be the Chamber sponsoring a community event, whereby a voucher would be the donated prize or maybe rewarding an individual for helping the Chamber, such as for designing the Chamber directory cover.

If a Committee member wishes to offer a voucher to a community event or individual, they must firstly bring the motion to a general meeting of the Chamber. Committee members must consider as to whether or not the request serves the objectives of the Chamber and the agreement to issue the voucher must be by resolution of the majority of members.

If the Chamber agrees to offer a voucher The Executive Secretary shall issue the voucher, stamped and shall counter-sign it along with the Chair or Vice-Chair of the Chamber. The voucher must contain a voucher number and expiry date.

Vouchers cannot be purchased by individuals or businesses for distribution.

Agreed 17<sup>th</sup> March 2010