

2023 BOARD OF DIRECTORS RESPONSIBILITIES & OBLIGATIONS

It is with the help of community minded people such as yourself, that the Chamber has been successful in its role as an organization that represents the business community.

Outlined below are some of the responsibilities that come with the title of Director.

ATTENDANCE AT BOARD OF DIRECTORS' MEETINGS:

The most important qualification of your role as Director is the mandatory attendance at the monthly Board meetings, currently held at 12:00 PM at a location determined by the Board, on the second Tuesday of each month. If it is necessary to miss a Board meeting, please inform the Chamber President or staff as soon as possible.

ATTENDANCE AT CHAMBER FUNCTIONS:

One of the many reasons for an individual to join the Chamber is the networking opportunities that exist within the meeting framework. Attendance by the Board of Directors shows support of the Chamber and gives the membership a chance to connect with the Board.

DISCRETION AND CONFIDENTIALITY:

A Director of the Chamber is often exposed to confidential information during Board Meetings, during committee meetings, or in conversation with members or other Directors. Please be aware of the confidential nature of some information and respect that confidentiality.

MEMBERSHIP RECRUITMENT:

The staff of the Chamber sends out its annual renewal invoices to the membership at time of individual renewal. The Directors are requested to help build the membership by recruiting new members throughout the year. It is hoped that each Director will provide leads for at least three new members per year.

ORGANIZATION OF COMMITTEES:

Once a Director has decided to volunteer for committee responsibility the Director then becomes the Chairperson of this committee and is expected to recruit volunteers from the membership, Board or the community at large to carry out the activities of the committee. The President is an ex-officio member of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson. Committees may meet whenever the committee Chair feels it necessary to call a meeting to conduct its activities. It is recommended that all committee activity be reported at regular Board meetings.

CURRENT EVENTS:

Chamber of Commerce Directors are an important force in the growth of the community, keeping up to date with current affairs, especially as they relate to the community, it is one of the Director's most important responsibilities. The Executive Director will circulate any information received in house at the regular Board meetings.

AMBASSADOR OF GOODWILL:

Chamber of Commerce Directors are regularly asked to attend business openings, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director or Directors will be

asked to attend most community functions. The Chamber asks only that you make yourself visible as a Chamber representative.

A COMMITMENT OF TIME:

A Director of the High River Chamber of Commerce can expect to devote 2 hours per month of his or her time to the regular board meeting. However, some other Chamber activities will require more time this commitment should be taken into consideration when volunteering to chair an event or committee.

MEDIA RELATIONS:

The Chamber Executive Director and Board members are regularly approached by the media for comment on current issues. The Chamber has a standing policy that the Executive Director or any Board member discuss this with the President before responding on any issue.

DIRECTOR'S CODE OF CONDUCT:

Directors come from different businesses or specific interest groups however Directors must remember to represent the interest of the entire membership. The Chamber constantly seeks to attract Directors to represent a diverse cross section of the membership.

Directors shall maintain the confidentiality of the details of all Board meetings.

Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine the decisions taken as a whole once a decision has been made.

Directors are expected to attend all Board Meetings. Directors shall also be prepared to commit sufficient time to undertake committee activities.

Directors shall avoid conflicts of interest and disclose to the President any possible conflicts in a timely manner.

Directors' contributions to discussion and decision-making shall be positive and constructive.

Directors' interactions in meetings shall be courteous, respectful and free of animosity.

Directors' shall be prepared for meetings, having read pre-circulated material in advance of the meeting.

Directors shall not attempt to exercise individual authority or undue influence over the Chamber staff or volunteers.

The Executive Director reports to the President. Consequently, no single Director or committee has authority over the Executive Director.

Directors shall conduct themselves in an ethical and professional manner at all times.

COMMITTEES:

The Chamber has several committees. Directors are expected to assist in whatever way possible with the following events and others that develop:

Showcase High River : Trade Fair & Pop-up Mall

Annual General Meeting

Networking/Educational Events

Small Business Week Door-to-Door Campaign

Community Events in which the Chamber is involved