



P.O Box 5244 High River, AB T1V 1M4 Tel: 403-652-3336

2017 BOARD OF DIRECTORS NOMINATION FORM

NOMINEE:

I am a member in good standing of the High River & District Chamber of Commerce and I am seeking a position as a Director on the Chamber's Board

(sign here please)

(Date)

E-mail Address: _____

Phone: _____

1. NOMINEE'S INFORMATION:

Company Name: _____

Address: _____

Tel:# _____

2. TELL US ABOUT YOUR INVOLVEMENT WITH THE HIGH RIVER CHAMBER:

When did you become a member, have you served on any Chamber committees, do you actively participate in monthly events such as the business luncheon networking functions, Trade Fair or have you used any of the Chamber's member benefits programs.

3. TELL US ABOUT YOUR INVOLVEMENT & EXPERIENCE IN WORKING WITH OTHER COMMUNITY ORGANIZATIONS / NON PROFIT GROUPS:

(Please specify leadership positions, committee chairmanships, fundraising experiences, etc.)

4. WHAT SPECIFIC SKILLS / EXPERTISE DO YOU POSSESS AND HOW COULD THESE BENEFIT THE CHAMBER:

5. **Have you or has any business you owned or participated in ever had any judgments rendered against you or the business? YES: _____ NO: _____**
6. **Have you or has any business you participated in ever been refused a registration, denied authorization, withdrawn from an industry, received a lifetime ban or had any registration or license suspended or revoked by any governing association, profession or occupational body? YES: _____ NO: _____**

DIRECTORS' RESPONSIBILITIES AND 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 5:00 PM at the Chamber offices at #6, 28 – 12th Ave SE on the second Tuesday of each month. If it is necessary to miss a Board meeting, please inform the Chamber 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. You can further information at the Chamber website: <http://www.hrchamber.ca>

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.

ORGANIZATION OF COMMITTEES:

Once a Director has decided to volunteer for committee responsibility. The Director then becomes the Chairperson of this committee and 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.

MEMBERSHIP RECRUITMENT:

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

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, 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 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 COMMITTEE 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 of 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 what ever way possible the following:

Trade Fair

Annual General Meeting

Membership Drive

Speakers' Program

Community Events in which the Chamber is involved

I understand that the above submitted information is confidential will be used solely for the purpose identifying qualified candidates for the 2016 High River & District Chamber's Board of Directors.

Please mail your signed and completed form to:

High River & District Chamber of Commerce

PO BOX 5244

High River, AB T1V 1M4

Nominations Deadline: Nominations will not be accepted after October 30th, 2017