



Mission Regional Chamber of Commerce

BOARD OF DIRECTORS 2017 NOMINATION PACKAGE

March 16, 2017 the Mission Regional Chamber of Commerce (MRCC) will be holding an Annual General Meeting to elect new Board of Directors. Director positions are a two (2) year commitment with an opportunity to move into the Executive after one year. The MRCC Board is governed by Robert's Rules and sets the policy and direction of the Mission Regional Chamber of Commerce. Director's requirements are set out in the Volunteer Job Description (attached) in the Director's Handbook.

DIRECTOR POSITIONS:

MRCC By-laws Require Nominees to be a Chamber Member in good standing, able to attend a morning meeting the first Thursday of every month from September to June, and able to commit about 5 hours per month to Chamber business.

The MRCC maintains insurance to indemnify Directors against personal liability incurred by their own negligent act or omission or the acts or omissions of employees of the Organization. Insurance coverage for Directors extends to personal liabilities of Directors of Officers for wrongful acts and expenses incurred in defending actions.

If you would like to nominate someone for any of the above positions (or volunteer yourself), please complete the nomination form below. **Deadline is Tuesday, February 28, 2017.** Return the completed nomination form to:

Mission Regional Chamber of Commerce

34033 Lougheed Highway

Mission, BC V2V 5X8

Fax: 604.826.5916

If you require further information contact the Chamber Office at **604.826.6914.**



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DIRECTOR VOLUNTEER JOB DESCRIPTION

Title: Director

Responsible To: The Board of Directors

Objective of Job: The Board of Directors serves as the elected policy body of the Mission Regional Chamber of Commerce. It is responsible for approving the annual programs of work and the supporting budget, receiving and acting on committee reports and recommendations, and for directing the general activities of the organization. It is further responsible for assuring that policy determinations, once made, are acted upon. The Board shall further be responsible for reviewing the monthly and annual financial reports presented by the Treasurer, and for providing the Manager with guidance on how best to ensure satisfactory execution of the strategic plan of the organization.

Job Activities:

1. The Board shall, at an annual retreat, review the strategic plan to guide the Chamber in the ensuing year.
2. Determine if new programs should be undertaken as the Chamber year progresses, and whether existing program goals are being satisfactorily accomplished in order to meet the basic objectives of the Chamber.
3. Assist the President in assuring that a viable program exists to bring to the attention of the membership and the general public continuing information about the Chamber's accomplishments in the community, and its progress toward the goals identified in the strategic plan.
4. Approve the execution of deeds, contracts and other instruments affecting the operation of the Chamber, and its properties prior to formal signing by the President and/or Manager.
5. Participate in an annual review of existing policies and rules of procedure and take such action as it deems appropriate to assure a continuing reflection of current Chamber attitudes on key issues and optimization of the Chamber's efficient operation.
6. Monitor the ways and means by which budget requirements are met and conduct a continuing check of the progress being made toward program goals to ensure that committees are operating within established budgetary framework, and with the assets of the organization.
7. Assess continuing ways and means of increasing operation revenue of the organization in order to ensure balanced budgeting.
8. Participate actively in the business of the board and to make a positive contribution to providing visionary leadership and direction to the Chamber, all the while, ensuring that it fulfills its obligations to its stakeholders as well as its legal and regulatory requirements.
9. Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances.
10. Ensure compliance with relevant acts, regulations, articles, by-laws and board policies.
11. Stay informed on matters relevant to governing the Chamber of Commerce.
12. Participate actively and constructively in the discussions of the board.

13. Follow the guidelines or rules agreed on by the board regarding how it will govern and conduct itself.
14. Not represent the interests of special groups or individuals over the interests of the Chamber of Commerce.
15. Not speak or act as an individual on behalf of the board unless authorized to do so.
16. Come to meetings having read the relevant material in your board package and be prepared to discuss what is on the agenda.
17. Not become involved in the management and operations of the Chamber other than through board policy or direction. Any concerns about any aspect of the organization's operation are directed to the President and request that he/she put the matter on the board agenda or if there is sufficient interest among board members convene a meeting to discuss the matter.
18. Make a concerted effort to attend all board meetings and to notify the inability to attend any board meeting.
19. Be informed of the proceedings, decisions, and proposed actions decided upon at missed board meetings within a week of the meeting.
20. Express any contrary opinions or views held on matters under discussion or consideration by the board. However, once the board has made a decision or taken an action on the matter, it is not constructive or helpful to the board if that the item be inappropriately continue to attempt to be raised or discussed the matter at other times during the meeting or to continue to bring it up at every meeting.

Job Qualifications:

Act honestly, in good faith and in the best interests of those who the organization is there to serve. Maintaining not only a high ethical practice in his/her professional life, but also the appearance of such standards.

Commitment:

Monthly Board meetings; monthly General meetings, Board Retreat, and meetings as required.



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BOARD OF DIRECTORS 2017 NOMINATION FORM

Name of Nominee: _____

Nominee Company: _____

Nominations can be made by any member in good standing with the Mission Regional Chamber of Commerce.

I, the undersigned, a member in good standing with the Mission Regional Chamber of Commerce, do hereby nominate the above listed nominee for election to the Board of Directors.

NOMINATED BY: _____

Company: _____

I, the nominee, a member in good standing, will allow my name to stand for nomination, and if elected, would be willing to actively participate in the events sponsored by the Mission Regional Chamber of Commerce that will include monthly Board meetings, actively chair committees as required, attend monthly Luncheon meetings deemed necessary for the promotion of Chamber events and community affairs.

Company: _____

Address: _____

Phone #: _____ **Email:** _____

SIGNATURE OF NOMINEE: _____

Nominee must complete application attached.

Nominee Application

Applicant Information

Name:

Email:

Phone:

Current address:

City:

Province:

Postal Code:

Current employer:

How long?

Position:

Tell Us about You

Work History:

Current Chamber Participation:

Community Activities:

Other Memberships, Achievements, etc.:

Other details you would like to share: