



2018 BOARD NOMINATION PACKAGE

Application Form

The Nominations Committee of the Humboldt & District Chamber of Commerce (Chamber), in accordance with the organization's by-laws, is seeking candidates with established business, leadership, and advocacy expertise to join the Board of Directors for a three-year term commencing April 1, 2018. We are pleased to provide this nomination package that outlines the expectations of Directors of the Humboldt & District Chamber of Commerce together with their role and responsibilities.

IMPORTANT NOTE NOMINATIONS CLOSE: 5:00pm Friday March 2, 2018

NOMINATION CRITERIA

Directors represent and are accountable to the membership and as such are responsible for governing and overseeing the strategic direction of the Chamber. The effectiveness of your Chamber is directly dependent on the leadership and enthusiasm of the Board of Directors.

The Nominations Committee chaired by President, Kim Mitchell, urges you to consider the following desirable qualities, some or all of which strong candidates for the Chamber Board of Directors should possess:

- Awareness and understanding of the role of the Chamber and a desire to support it.
- Awareness of the business and economic climate in the Humboldt region, Saskatchewan and Canada.
- Previous board experience serving in an advocacy, leadership or executive position.
- Sound entrepreneurial skills.
- Understanding of financial statements, management reports, and risk management.
- Well-developed faculty for critical analysis.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- History of community involvement.

If you have any questions about the process and/or associated information, please contact the Chamber office at 306-682-4990 or Email: admin@humboldtchamber.ca

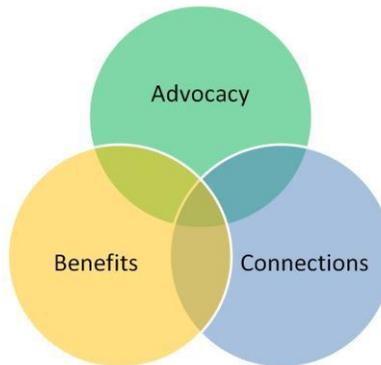
ABOUT THE CHAMBER

Our Mission

The mission statement of the Humboldt & District Chamber of Commerce is identified as follows:

“To foster an environment in which Humboldt & Area businesses can prosper.”

Our reason for being can be summarized by the phrase, “It’s as simple as A - B - C.” Like Chambers throughout the world, we believe that to have a thriving economy the business community needs to have a voice, a competitive edge and work together. That’s why we focus on the following areas:



Advocacy

We work on behalf of our members to encourage public policy changes that cut red tape and keep business costs fair and reasonable.

Benefits

We provide a variety of direct and in-direct benefits to our members such as extended health benefits for entrepreneurs and employees as well as exclusive member to member discounts that save businesses money.

Connections

We provide the platform to network and learn from other business leaders, so businesses can increase efficiency, promote their products and services, drive sales and grow their business.

Vision

The vision of the Humboldt & District Chamber of Commerce is to be the voice of Humboldt and area businesses. As a Chamber, these are the roles we need to fulfill to better serve our members:

- Catalyst
- Facilitator
- Advocate
- Lobbyist
- Coordinator
- Partner
- Communicator
- Researcher
- Promoter

The main priorities of the Humboldt & District Chamber of Commerce were identified as follows:

- Employee Retention
- Retention of Youth
- Improve communication with members
- Find out needs and wants of the businesses
- Liaison between municipal and provincial government bodies
- Taxation Levels
- Economic development
- Promote shopping locally

2018 Board of Directors Nomination Form

Nominator

I, _____ of _____, a Chamber member in good standing, hereby nominate _____ to the Board of Directors of the Humboldt and District Chamber of Commerce.

Signed by _____

Please print name _____

Nominee

I, _____ of _____, a member in good standing, having read and understood the requirements of the position of Director, agree to them and accept this nomination.

Signed by _____ Date: _____

- Each nomination must be signed by the Nominator and Nominee.
- Completed nominations must be received by the Chamber office by **5:00pm Friday March 2, 2018**.
- Please include a short biography (approx. 150 words) for publication describing your experience and interests. This information will be published for the public and membership to view.
- Please email a small “jpeg” image of yourself to admin@humboldtchamber.ca
- Election process will be conducted as per Bylaw 5.4 of the HDCC.
- Candidates will be expected to attend the **AGM** for the election.

Director Responsibilities and Obligations

Congratulations on accepting the nomination to the Board of Directors for the Chamber. Having a dedicated volunteer Board of Directors has played a key role in the Chamber's success in enriching the quality of the economic well-being of the area. Below are some of the responsibilities of a Director.

ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:

Board meetings are held every month, except July, at a mutually agreeable time and typically last for an hour and a half.

(Second Tuesday of each month from 5:30pm – 7:00pm)

ATTENDANCE AT CHAMBER FUNCTIONS:

One of the reasons for an individual to join the Chamber is the networking opportunities that exist with events such as the Mark of Excellence, Fall Tradeshow, Chamber on Tap & Business Luncheons. Attendance by the Board of Directors at Chamber events shows support for the Chamber and gives members a chance to air views about Chamber operations, municipal affairs, business challenges, etc. You should be prepared to attend as many Chamber events as possible.

DISCRETION AND CONFIDENTIALITY:

A Director of the Humboldt & District Chamber of Commerce is often exposed to confidential information during in camera sessions at Board Meetings, during committee meetings, or in conversation with members, officials, other Directors, etc. Please be aware of the confidential nature of some information and respect that confidentiality. (Signed confidentiality agreement will be required)

ORGANIZATION OF COMMITTEES:

A Director is appointed to at least one committee. The President is an ad-hoc member of all committees and will assist in any way possible to achieve the goals set forth by the individual committees. Terms of Reference for each committee are in the Board Policy Manual.

MEMBERSHIP RECRUITMENT:

Directors are expected to actively promote the Chamber through their business and networking and be a source for leads on potential new members.

KNOWLEDGE OF CURRENT EVENTS:

Directors are an important force in 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. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the President.

AMBASSADOR OF GOODWILL:

Chamber of Commerce Directors are sometimes asked to attend openings, cut ribbons, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

A COMMITMENT OF TIME:

A Director of the Humboldt & District Chamber of Commerce can expect to devote approximately 4-6 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual, can be much more extensive.

MEDIA RELATIONS:

Chamber Directors are regularly approached by the media for comment on current issues. The Chamber has a standing policy that the President, ED or a predetermined designate is the only acceptable media contact on any issue. When in doubt, defer to the President.

DIRECTOR'S CODE OF CONDUCT

1. Although a Director may be drawn from a specific interest group they must represent the interests of the entire membership.
2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
8. Directors shall know and adhere to the Chamber's governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
11. The Executive Director & Office Manager are accountable to the entire Board. Consequently, no single Director or committee has authority over the Executive Director or Office Manager.
12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.
13. Directors must resign if elected to public office (City Council, Mayor, MLA, MP, and School District).
14. Directors shall conduct themselves in an ethical and professional manner always.