

Napanee & District Chamber of Commerce

2019 Board of Directors Nomination Package



Dear Nominee,

Thank you for your interest in seeking a role on the 2019 Board of the Napanee & District Chamber of Commerce (NDCC). People like you help us achieve our mission of: Creating the environment for business excellence, community leadership and prosperity. We are seeking strategic, experienced, and committed members to join the board of directors. Please find enclosed your nomination package and details on the election process.

Included in this package you will find:

- Our Current Board Members
- Information on Nomination and the Election Process
- An Overview of Director Commitments
- Schedule of 2019 Board Meetings
- Nomination Form
- Director Code of Conduct Form

Connect with Us!
www.napaneechamber.ca



Our Board Members



Jennifer Maloney
President
IG Wealth Management



Julie Sullivan
Vice President
Loyalist College



Geordan Saunders
Secretary
The Napanee Beer
Company



Lindsay Wilbraham
Treasurer
Exit Reality Acceleration



Jessica Hosick
Director
Non Business Individual



Michael Stowe
Director
Your Fresh Beginning



Laurie DesLauriers
Director
Kingston Literacy Skills-
Napanee



Meighen Hodgen
Director
Diamond Fitness MMA



Kevin Haggerty
Director
RE/Max



Rebecca Wilkinson
Director
My FM 88.7



Leanne Boomhour
Director
RBC

Nominees

1. Information for Nominees

Eligibility for Nomination

Individuals applying to become a Director are asked to secure a nomination from a current or past NDCC Board Director, Committee Member, team member or a member in good standing and the nominee must consent in writing to stand for this election. If you do not have an existing contact to act as a nominee please contact businessmanager@napaneechamber.ca.

Individuals nominated for Director need to have an up to date membership with the Napanee & District Chamber of Commerce.

For those who need to renew / join memberships are available via our website at: www.napaneechamber.ca

Nomination and Election Process

Nomination packages should be completed and returned to 47 Dundas St. E Napanee, Business Centre by **Friday, January 4, 2019**.

In order to be considered complete, each nomination needs to include:

- Completed Nomination Form
- Signed Director Code of Conduct
- Biography for the Website
- Head Shot for the Website

Nominations will be reviewed by the Executive committee and information on eligible nominees will be shared with members via the NDCC website and e-mail. Chamber members will vote on nominations at The Napanee & District Chamber of Commerce's Annual General Meeting (AGM).

Following the AGM, details about the successful nominations and the 2019 Board are shared with members via e-mail and the NDCC website.

Nominees

2. Director Commitments

NDCC Directors serve a two year term, with the Annual General Meeting (AGM) creating the opportunity for a yearly influx of new directors. The Napanee & District Chamber of Commerce Board can consist of up to 12 elected Directors. At each AGM only new directors or those at the end of their two year term need to apply. All NDCC members in good standing and present at the AGM are eligible to vote for directors.

Role of the Board of Directors

The Board of Directors is responsible for the governance of our organization. This responsibility can be broken down into six key elements:

- Provide strategic leadership & direction for the NDCC
- Set the conditions for organizational success through established committees, creating policies and ensuring operational guidelines are in place
- Ensure the organization's financial health and sustainability
- Protect the best interests of the organization and the environment it exists to serve
- Ensure knowledge of member and community expectations, needs, concerns and interests and build effective relationships
- Be accountable and responsible for their actions

The Napanee Chamber board is a volunteer 'working board', meaning that in addition to setting direction and oversight of the organization the board undertakes tasks to ensure achievement of the groups strategic goals. Much of this work takes place though committee groups, which may be ongoing or ad-hoc with just a few meetings needed to work together on specific actions.

Committees are made up of directors, staff and volunteers.

Requirements of a Director

As a Director on the NDCC Board, it is expected that you will act in the best interests of the organization. All Directors must read and understand the NDCC Board Orientation Manual, including the 'Conflict of Interest Guidelines for Directors' and must sign the Code of Conduct declaration.

Participation as a Director on the NDCC Board of Directors requires a commitment of time and energy. The following provides an estimate of the anticipated required hours:

11 Board meetings per year held on the first Tuesday of the month from 5:30-7:00pm. December is our annual thank you holiday party to our members in place of a board meeting.

It is anticipated that each Director will participate on at least one Board committee in addition to regular Board duties. Participation on committees and meeting frequency are detailed as per the Terms of Reference for each committee.

Directors are expected to be knowledgeable about the Napanee Chamber and to understand and support its missions and mandate. When acting as a Director, you are expected stay up to date with communications and work plans and to act in the best interests of the organization.

It is required that all Directors have access to email and are able to receive Board materials electronically.

SCHEDULE OF MEETINGS: AGM – January 24th, Location TBD
Regular Meetings – Jan 8, Feb 5, Mar 5, Apr TBD, May 7, June 4, July 2, Aug 6, Sept 3, Oct 1, Nov 5

Skills that will help you to be successful as a Director with the board include:

- Knowledge of local, provincial and global business related issues
- Effective interpersonal and collaboration skills
- Experience in strategic analysis and planning
- Leadership experience
- Financial literacy
- Experience in Board governance
- Ability to approach challenges through a solutions--focused approach



2019 Board Nomination Application Form

The Napanee & District Chamber of Commerce welcomes members, who are interested in serving on the Board of Directors to submit their nomination form to the Chamber office. The Board of Directors plays a significant role in the development of Chamber activities and policies. Their contribution makes our Chamber more vital and relevant to the local business community.

Drop off before Friday, January 4, 2019 to:

The Napanee & District Chamber of Commerce office @ 47 Dundas St E
Napanee, Business Centre or Email: businessmanager@napaneechamber.ca

Nomination:

Nominator Name: _____

Business: _____

I, the above named, hereby nominate the following member in good standing for election to the Board of Directors of the Napanee & District Chamber of Commerce.

Signature: _____

Nominee Name: _____

Business: _____

Phone: _____ Email: _____

Nominee Acceptance:

I, _____ hereby signify my acceptance of the nomination and willingness to serve, if elected, in the capacity of Director of the Napanee & District Chamber of Commerce for the 2019-2020 term of office (2 year)

Signature

Date

*Board elections will be held at the Chamber's AGM scheduled for:
Thursday, January 24, 2019; Time and Location TBD*

Leading, Building, Growing in Business – Together



DIRECTOR'S CODE OF CONDUCT

1. Directors must consider the interests of the Napanee and District Chamber of Commerce (NDCC) at ALL times, understanding that any communications, including through social media and conversation, are perceived reflections on the Chamber.
2. Directors shall maintain the confidentiality of the details and the dynamics of any and all board discussion and communication.
3. Directors shall not speak publicly against, or in any way undermine board solidarity once a board decision has been made.
4. Directors are expected to attend all board meetings and participate on a minimum of one committee each year. Directors shall be prepared to commit sufficient time and energy to attend to NDCC business.
5. Directors shall avoid, in fact and perception, conflicts of interest and shall disclose to the board, in an immediate manner, any possible conflicts.
6. Directors' contributions to discussions and decision-making shall be positive and constructive.
7. Directors' interactions in meetings and communications shall be courteous, respectful and free of animosity.
8. Directors shall adhere to the NDCC bylaws and governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of meetings.
10. The Business Manager is responsible to the entire board. Consequently, no single director or committee has authority over the Business Manager.
11. Directors have no authority over other any additional staff and must, as an entire board, direct any operational inquires to the Business Manager.
12. Directors recognize that only the President of the board and the Business Manager or their designate, shall be the spokespersons for the Napanee and District Chamber of Commerce.
13. Directors shall not attempt to exercise individual authority or undue influence over the Chamber or use this influence for any purpose than furthering the NDCC causes.
14. Directors are expected to develop an understanding of the scope, mandate, bylaws, constitution and policies of the NDCC, the needs of the members it serves, and the board's policy governance approach.

I hereby consent to act as a Director of the Napanee and District Chamber of Commerce and agree to abide by the foregoing terms.

Director's Signature

Print Name

Date