



## **HUNTSVILLE/LAKE OF BAYS CHAMBER OF COMMERCE**

### **BOARD OF DIRECTORS INTEREST FORM**

*Thank you for your interest in serving the Huntsville/Lake of Bays Chamber of Commerce!*

#### **Mission Statement:**

The Huntsville/Lake of Bays Chamber of Commerce is a membership driven business organization whose mission is to support the economic and social growth of our members through networking, public awareness and community promotion.

#### **Facts:**

The volunteer leadership of the Huntsville/Lake of Bays Chamber of Commerce provides the energy and direction for programs and services for our members. Board members serve a vital role in establishing policy and providing guidance and direction to committees and staff.

Directors serve a two-year term (January 2018 to January 2020). An election by voting members of the Chamber will be held at the Annual General Meeting in January each year.

#### **Characters & Attributes of an ideal Huntsville/Lake of Bays Chamber of Commerce Board Member**

- **Proven Performance:** Board leadership requires knowledge, talent, skill, vitality, ability and the passion to make a difference. In the Chamber environment, that translates into a solid track record of contributing to the success of programs, events and projects.
- **Commitment:** Serving as a leader in the Chamber is both an honour and a reward, but it requires demonstrated commitment to the organization and its mission and goals.
- **Time to Serve:** In addition to attend the 1 hour monthly board meetings (third Tuesday of each month at 5:30 pm), you will be expected to participate fully as a leader of the Huntsville/Lake of Bays Chamber of Commerce. This requires an ongoing time commitment to assist with events and membership programs, in addition to the monthly board meetings. You must attend the annual strategic planning session, and participate in the development of the upcoming year's goals and expectations. You are expected to attend Chamber functions (Business After Hours & Business at Lunch Time) as often as possible, and serve as a liaison between the membership and the Board.

#### **Responsibilities & Expectations of a Huntsville/Lake of Bays Chamber of Commerce Board Member**

- **Purpose:** The Board determines the Chamber's policies and strategic plan and monitors the Chamber's financial status. The Board oversees the overall vision and direction of the organization, while the Executive Director/General Manager directs the day-to-day operations and administration.
- **Attendance:** Attendance at each Board meeting is required and expected. You will resign your seat on the Board automatically upon being absent from three (3) consecutive or a total of four (4) Board meetings during your term, without having given a reasonable explanation to the President in advance.
- **Committees:** Board Members are expected to volunteer for special Chamber events each year throughout their term.



## **CHAMBER BOARD CANDIDATE PROFILE**

*The Membership and Board will use the following information for selection and voting purposes.*

Please complete the following profile to enable members to obtain a better understanding of who you are and why you want to serve on the Huntsville/Lake of Bays Chamber of Commerce Board of Directors. Please list your Chamber and community involvements, share your comments on why you want to serve on the Board and what you would like to contribute to the Huntsville/Lake of Bays Chamber of Commerce.

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number (s): \_\_\_\_\_ Email Address: \_\_\_\_\_

*Education/Professional Background:* (What areas of your professional experience will contribute to the Chamber?)

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*Chamber Involvement:* (How in the past have you contributed, or been involved with, the Chamber of Commerce?)

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*Additional Community Service:* (Where else in the community have you served?)

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*Why do you want to be on the Chamber of Commerce Board of Directors and what do you hope to accomplish during your term? (if needed use separate sheet) \_\_\_\_\_*

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*What goals would you consider important for the Chamber at this time? \_\_\_\_\_*

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If elected, I understand and agree to fulfill these responsibilities, time commitments and expectations noted above, to the best of my ability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Visit [www.huntsvillelakeofbays.on.ca](http://www.huntsvillelakeofbays.on.ca) to learn more about the Huntsville/Lake of Bays Chamber of Commerce programs and activities. Chamber of Commerce By-Laws are available upon request.

The Huntsville/Lake of Bays Chamber of Commerce holds, and renews annually,  
a Directors and Officers Liability Insurance policy.

**Please complete and return this application no later than Thursday, December 28, 2017 NOON.**

***Submit to:*** The Huntsville/Lake of Bays Chamber of Commerce

***Address:*** Box 5143, 37 Main Street East, Huntsville ON P1H 2K5

***E-mail:*** [kelly@huntsvillelakeofbays.on.ca](mailto:kelly@huntsvillelakeofbays.on.ca)

***Contact:*** Kelly Haywood, Executive Director, if you have additional questions regarding the Huntsville/Lake of Bays Chamber of Commerce Board of Directors, at 705-789-4771 ext. 22 or [kelly@huntsvillelakeofbays.on.ca](mailto:kelly@huntsvillelakeofbays.on.ca)

*The filing of this form considers you as an applicant for the  
Huntsville/Lake of Bays Chamber of Commerce Board of Directors.*

***Deadline: Thursday, December 28, 2017 at NOON.***