**JOB DESCRIPTIONS – BOARD OF DIRECTORS**

The Board of Directors for the Yellowknife Chamber of Commerce shall be comprised of an executive, to include the President, 1st Vice President, 2nd Vice President, Treasurer and immediate Past President and at least five (5) and a maximum of eight (8) additional directors.

The executive committee shall be comprised of current board members and selected by the board prior to the AGM, subject to approval from the membership.

**PRESIDENT:**

* The President will preside at all meetings of the Chamber and will regulate the order of business
* The President is responsible for enforcing the bylaws and ensuring that all Board members comply
* Due to the timeliness of many issues, the President is required to provide a valid email address that is checked frequently
* At all Business Club Luncheons and Business After Hours events, the President will say welcoming remarks on behalf of the Yellowknife Chamber of Commerce
* The President will MC our AGM & Free Business Lunch and present the Annual Report
* The President will present a report on the Yellowknife Chamber of Commerce, alongside the Executive Director at the NWT Chamber of Commerce Business Conference
* The President will bring welcoming remarks at other Chamber events, including, but not limited to the Spring Trade Show Exhibitor Social and Business Award Gala
* The President will represent the Chamber at various community events
* The President will present the Chamber’s views and perform interviews with media, when appropriate
* The President will complete all duties required of the Board of Directors
* The President will participate on all committees

**1st VICE PRESIDENT:**

* The 1st Vice President will perform the President’s duties in their absence
* Once the President’s term is over, the 1st Vice President must be committed to becoming the President, as per the Yellowknife Chamber of Commerce’s succession plan
* The 1st Vice President will complete all duties required of the Board of Directors

**2nd VICE PRESIDENT:**

* The 2nd Vice President will perform the President’s duties when the President and 1st Vice President are absent
* Once the 1st Vice President’s term is over, the 2nd Vice President must be committed to becoming the 1st Vice President, as per the succession plan
* The 2nd Vice President will complete all duties required of the Board of Directors

**TREASURER:**

* The Treasurer is responsible for reviewing all monthly financial statements prior to Board Meetings and asking for clarification from the Executive Director, as needed
* The Treasurer is responsible for presenting the financial statements to the Board on a monthly basis
* The Executive Director will prepare additional notes that the Treasurer will present to the Board
* The Treasurer is responsible for preparing and presenting the financial report at our Annual General Meeting
* The Treasurer will chair the audit committee and will help establish financial policies, as needed
* The Treasurer will complete all duties required of the Board of Directors

**BOARD OF DIRECTORS:**

* Board Members are expected to attend 10/12 Board meetings a year. All Board Members are required to indicate whether or not they are available to participate in each Board meeting
* Board Members will participate in the creation and approval of the strategic plan
* Board Members will review the financial statements and meeting minutes prior to every meeting
* Each Board Member will participate on at least one committee
* Each Board Member will attend half of the Business Club Luncheons and Business After Hours events
* Each Board Member will volunteer during the annual Spring Trade Show and/or #ShopYK Trade Show
* Each Board Member will attend the annual Business Award Gala
* Board Members will promote the Yellowknife Chamber of Commerce and participate in finding sponsors for our various events and promotions
* Board Members will participate in the membership drive, by reaching out to businesses that have not paid their membership dues by the end of March
* Board Members will encourage businesses to join the Yellowknife Chamber of Commerce
* Board Members will bring business concerns from the membership forward at Board meetings for discussion and will participate in advocacy missions by conducting research and presenting informed opinions