

**Drumheller & District
Chamber of Commerce**

**BOARD OF DIRECTOR
NOMINATION PACKAGE**



January 2026

Board of Director Election Information

In accordance with the Bylaws and policies of the Drumheller & District Chamber of Commerce, nominations are now open for **three (3) Officer (President, Vice President and Secretary-Treasurer)** positions and **eight (8) Director** positions on the Board of Directors.

Director Eligibility: Nominees must be individuals and members of the Chamber, who have paid their annual membership dues by January 31 (bylaw Article 5, section 28). Nominees must be members of the Chamber for at least one (1) year. Nominees shall not be an individual elected to hold public office.

Officer Eligibility: To be eligible for the position of Officer (President, Vice President or Secretary-Treasurer), nominees must satisfy all eligibility requirements of Director eligibility above and have at least one (1) year experience on the Board.

Bylaws and the **Board of Director Nomination and Election Policy** can be viewed [online](#).

The Board of Directors the Drumheller and District Chamber of Commerce (DDCC) requires a broad range of individuals who have expertise in a variety of areas, a desire to contribute to the business community and are committed to leadership.

WHAT IS EXPECTED OF DIRECTORS?

Any board director must be a member in good standing (membership fee paid by January 31 annually) for at least one year, free of any conflict of interest and be willing and able to attend board meetings on a regular basis. In addition, it is highly desirable that candidates be able to demonstrate familiarity with the Chamber of Commerce's operations and activities and a level of involvement that demonstrates an ongoing commitment to the Chamber's goals and objectives as detailed in the DDCC's [2024-26 Strategic Plan](#).

- ✓ Has the support of their employer to hold a position of Director for multiple years (maximum of 6 years)
- ✓ Considers holding a position on the Executive Committee, including the position of President
- ✓ Attends Board meetings regularly – 10 monthly board meetings from September to June
- ✓ Reviews board packages before board meetings to discuss issues responsibly
- ✓ Allows up to five (5) hours/month to be involved in Chamber of Commerce work
- ✓ Knows and understands the roles and responsibilities of Board, committees and staff
- ✓ Endorses the collective decision of the Board publicly
- ✓ Maintains Board business confidentiality, and abides by the [Director Code of Conduct](#)
- ✓ Ensures that all business of the Chamber is conducted in a transparent, legal and ethical manner
- ✓ Represents the member's views and interests at large, honestly and accurately, to advise and act in the best interest of the Chamber and its members
- ✓ Has experience/knowledge as a volunteer and board and/or committee member
- ✓ Be involved in one or more Chamber of Commerce committees

- ✓ Attends Strategic Planning session
- ✓ Attends Annual General Meeting and quarterly general meetings
- ✓ Attends other Chamber of Commerce functions (ex. Awards gala, luncheons, etc.) when possible

**For questions regarding nominations or eligibility,
please contact Heather Bitz, Executive Director at 403-823-8100 or
h.bitz@drumhellerchamber.com**

To confirm your intention on serving on the Drumheller and District Chamber of Commerce Board of Directors, please complete the **Board of Director Nomination Form** and email to h.bitz@drumhellerchamber.com no later than 4:00pm on Friday, February 20, 2026.

Drumheller & District Chamber of Commerce
Board of Director Nomination Form

Nominee Information

Nominee Name: _____

Member Business Name: _____

Phone: _____ Email: _____

Board Position Sought (Select only one)

- President
- Vice President
- Secretary-Treasurer
- Director at large

Nominee Background

What other boards or committees do you currently serve on or have served on previously?

What community or business initiatives have you worked on?

What skills and expertise can you contribute to the Board of Directors of the Drumheller & District Chamber of Commerce?

Nominee Acknowledgment

I understand the above commitments and will be able to fulfill the obligations should I be elected to the Drumheller and District Chamber of Commerce Board of Directors.

Nominee Signature: _____ Date: _____

Nominator Information

Each nominee must be endorsed by two other Members of the Drumheller & District Chamber of Commerce.

1. Nominator Name: _____

Nominator Member Business Name: _____

Nominator Signature: _____ Date: _____

2. Nominator Name: _____

Nominator Member Business Name: _____

Nominator Signature: _____ Date: _____

Please return the completed **Board of Director Nomination Form** to
Heather Bitz, Executive Director at h.bitz@drumhellerchamber.com
no later than 4:00pm on Friday, February 20, 2026.