



SOUTH SURREY & WHITE ROCK CHAMBER OF COMMERCE

2019 Nomination Form New Board of Directors South Surrey White Rock Chamber of Commerce

Nominator

(Please print clearly and legibly)

I, _____, a South Surrey & White Rock Chamber member in good standing, hereby nominate

_____ (First and Last Name)

from _____ (Company/Business Name)
to the Board of Directors of the SSWR Chamber.

Signed : _____

Date: _____

Nominee

(Please print clearly and legibly)

I, _____ (First and Last Name), of

_____ (Company/Business Name)

confirm that I have been a member in good standing with the South Surrey & White Rock Chamber of Commerce for a minimum of 90 days before the AGM. I have read and understood the requirements of the position (below). I agree to them and accept this nomination.

_____ I have included a bio that will be suitable for publication describing my experience and suitability for this position.

_____ I have included a recent headshot that can be published on the SSWR Chamber site if confirmed as a Board of Director

Signed: _____

Date: _____

Key dates:

Friday, May 31, 2019 by 12PM:

- Each nomination must be signed and received by this date by the Board President.
- Completed applications can be scanned and emailed to info@sswrchamber.ca, faxed to 604-536-4994 or dropped off at the Chamber office at 1480 Foster Street, Unit 22, White Rock.
- The nominee will receive a phone call from the Chamber staff confirming receipt of the application within 48 hours
- If you do not hear from Chamber staff, please contact call us at 604-536-6844 to confirm your submission

Tuesday, June 18, 2019, 5PM – 7PM:

- Chamber Annual General Meeting - candidates will be expected to attend the **AGM at the Rotary Field House**
- Meeting will include formal presentations and a networking reception to follow

2019 Directors' Responsibilities and Obligations

Outlined below are some of the responsibilities that come with the title of Director.

ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:

The most important qualification of your role as Director is the mandatory attendance at the monthly Board meetings.

ATTENDANCE AT CHAMBER FUNCTIONS:

One of the reasons for an individual to join the Chamber is the networking opportunities that exist within the Business After/Before Business and Luncheon meetings framework. Attendance by the Board of Directors shows support for the Chamber and gives the membership a chance to air views about Chamber operations, municipal and community affairs.

DISCRETION AND CONFIDENTIALITY:

A Director of the 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.

ORGANIZATION OF COMMITTEES:

A Director may have, by Presidential appointment, a committee responsibility. The Director can become Chairperson of this committee and is expected to support the committee by recruiting volunteers from the membership and Board of Directors. The

President and Executive Directors are members of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson.

MEMBERSHIP RECRUITMENT:

The Chamber of Commerce has limited resources and staff to build the membership support in the community. The best source of leads are the Directors themselves. It is expected that each Director will provide leads for new members.

KNOWLEDGE OF CURRENT EVENTS:

Chamber of Commerce Directors are an important force in the growth of 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 or a member of the Executive Committee.

AMBASSADOR OF GOODWILL:

Chamber of Commerce Directors are regularly 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 Chamber of Commerce can expect to participate in Chamber activities for a minimum of 6 hours per month. This will include attending meetings, committees, 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 or predetermined designate is the only acceptable media contact on any issue. The media is invited to all Board meetings and asked to leave during in camera sessions. Please note that any comments made during the public portion of a Board meeting are fair game to the media. When in doubt, defer to the President.

DIRECTOR'S CODE OF CONDUCT

1. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
2. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.
3. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
4. Although a Director may be drawn from a specific interest group, Directors as a whole, must represent the interests of the entire membership.
5. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.

6. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
7. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
8. Directors' contributions to discussions and decision making shall be positive and constructive.
9. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
10. Directors shall know and adhere to the Chamber's governance policies.
11. The Executive Director is responsible to the entire Board. Consequently, no single Director or committee has authority over the Executive Director
12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.
13. Directors must seek a leave of absence if seeking to be elected for a public office and must resign if elected to public office (City Council, Regional District, Mayor, MLA, MP, School District).
14. Directors shall conduct themselves in an ethical and professional manner at all times.