



WAINWRIGHT & DISTRICT
— CHAMBER OF COMMERCE —

Job Description - Board of Director

Authority and Responsibility

The Board of Directors is the legal authority for the Wainwright & District Chamber of Commerce. As a member of the Board, a Director acts in a position of trust for the membership and is responsible for the effective governance of the organization.

The Board of Directors is responsible for mobilizing the resources of the community to achieve Chamber objectives. It is the responsibility of the Board to see that the talents and energies of members are enlisted in Chamber committees, that program objectives are assigned to committees and that the responsibility and authority of committees are clearly defined.

Requirements

1. Contribute to the betterment of the Chamber of Commerce, the business community and the community in general.
2. Commitment to the work of the chamber.
3. Willingness to serve on committees.
4. Attend monthly Board meetings.
5. Attend General Meetings.
6. Attend meetings of assigned committees.
7. Attendance at Annual General Meetings

Term

Directors are elected by the membership at the Annual General Meeting. Half the Directors serve for a one-year term (maximum two years in any one position) with the other half serving a two-year-term. Directors who have served a total of two consecutive terms as a Director are not eligible for election to a new term, which commences with one year of retirement from the Board. The two consecutive term role is suspended to enable the immediate Past President, President, Vice President to hold office as members of the Board.

General Duties

A Director is fully informed on organizational matters, and participates in the Board's deliberations and decisions in matter of policy, finance, program, projects, personnel and advocacy.

The Director must:

1. Determine basic policies.
2. Approve, where appropriate, policy and other recommendations received from the Board, its standing committees and Executive Director.
3. Participate in the development of the Wainwright & District Chamber of Commerce organizational plan and annual review to set the general course of the Chamber.
4. Approve the Wainwright & District Chamber of Commerce's budget.
5. Support the Executive Director.
6. Assist in developing and maintaining positive relations amount the Board, membership, committees, staff members, and the community to enhance the Wainwright & District Chamber of Commerce's mission.