



BOARD OF DIRECTORS NOMINEE INFORMATION FORM

Nominee

I, _____ a member in good standing, having read and understand the requirements of the position agree to them and accept this nomination.

Signed by _____

Please print name _____

Date _____

E-Mail Address: _____

1. NOMINEE'S INFORMATION – TELL US ABOUT YOURSELF:

NAME: _____

COMPANY: _____

HOME ADDRESS: _____

JOB TITLE: _____

TELEPHONE: _____

2. TELL US ABOUT YOUR INVOLVEMENT IN THE OKOTOKS CHAMBER:

When did you become a member, have you served on any Chamber committees, do you actively participate in monthly events like the business luncheon, networking functions, have you accessed or used Chamber members benefits.

3. TELL US ABOUT YOUR INVOLVEMENT & EXPERIENCE IN WORKING WITH OTHER COMMUNITY ORGANIZATIONS / NON-PROFIT GROUPS:

Specify leadership positions, committee chairmanships, fundraising experiences, etc.

4. WHAT SPECIFIC SKILLS / EXPERTISE DO YOU POSSESS AND HOW COULD THESE BENEFIT THE OKOTOKS CHAMBER:

Directors' Responsibilities and Obligations

Congratulations on accepting the nomination to the Board of Directors for the Okotoks & District Chamber of Commerce. It is with the help of community minded people such as you, that the Chamber has been successful in its role as a catalyst for change and positive growth for Okotoks.

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, held at 12:00 pm presently at the Chamber Office located at 14 McRae Street Okotoks on the first Wednesday of the month. If it becomes necessary to miss a Board meeting, please inform the Chamber staff as soon as possible.

ATTENDANCE AT CHAMBER FUNCTIONS:

One of the reasons for an individual to join the Chamber is the networking opportunities that exist within the meeting framework. Attendance by the Board of Directors shows support of the Chamber and gives the membership a chance to air views about Chamber operations, municipal affairs, and like in general. If the Board doesn't support these functions then the membership never will. You can download information and a current list of Chamber events from the website at www.okotokschamber.ca.

DISCRETION AND CONFIDENTIALITY:

A Director of the Okotoks & District Chamber of Commerce is often exposed to confidential information during 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 is Chairperson of this committee and is expected to drum up support by recruiting volunteers from the membership and Board of Directors. The President is an ex-officio member of all committees and will assist in any way possible to achieve the goals set forth by the Chairman. Committees meet at the call of the Committee Chair, but are expected to meet quarterly at a minimum.

MEMBERSHIP RECRUITMENT:

The Okotoks & District Chamber of Commerce has a Membership Committee to build the membership support in the community. The best source of leads to this end is the Directors themselves. It is hoped that each Director will provide leads for at least two new members per year.

KNOWLEDGE OF CURRENT EVENTS:

Chamber of Commerce Directors are an important force in the growth of the community, province, and country. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. The Executive Assistant will route all information specific to your committee via in house systems. 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, 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 Okotoks & District Chamber of Commerce can expect to devote approximately 2 to 4 hours per month of his or her time to the meetings, 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.

DIRECTOR'S CODE OF CONDUCT

1. Although a Director may be drawn from a specific interest group, Directors as a whole must represent the interest of the entire membership.
 2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
 3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
 4. Directors are expected to attend all Board Meeting. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.
 5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
 6. Directors' contributions to discussion and decision making shall be positive and constructive.
 7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
 8. Directors shall know and adhere to the Chamber's governance policies.
 9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
 10. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
 11. The Executive Assistant is responsible to the entire Board. Consequently, no single Director or committee has authority over the Executive Assistant, who reports directly to the President.
 12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.
 13. Directors must resign if elected to public office (City Council, Regional District, Mayor, MLA, MP and School District.)
 14. Directors shall conduct themselves in an ethical and professional manner at all times.
5. THE OKOTOKS CHAMBER HAS SEVERAL STANDING COMMITTEES. BOARD MEMBERS ARE REQUIRED TO SERVE ON AT LEAST TWO COMMITTEES EACH YEAR AND PARTICIPATION IS REQUESTED FOR THE TRADE & LIFESTYLE SHOW. WHICH OF THE FOLLOWING COMMITTEES INTEREST YOU?

	Committee	Chairman	Event
_____	Trade & Lifestyle Show		
_____	Golf Tournament		
_____	Service Excellence		
_____	Christmas Social		
_____	Okotoks Parade		

I understand that the above information is **confidential** and will be used solely for the purpose of identifying qualified candidates for the Okotoks & District Chamber's Board of Directors.

DATE: _____ SIGNATURE / TYPE NAME AGAIN: _____

Please e-mail to: okotokschamber@telus.net
Fax to: (403) 938-6649
Questions: (403) 938-2848