



BOARD OF DIRECTORS CANDIDATE APPLICATION

Thank you for your interest in serving as a member of the Board of Directors for the Meaford Chamber of Commerce.

Serving on the Board is a rewarding experience as well as an opportunity for professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position. The full Terms of Reference can be found in our [By-Laws](#) at www.meafordchamber.ca

This application will be kept confidential and on file at the Chamber office, in accordance with the terms of our [Privacy Policy](#). Applications are used by the Board's Nominating Committee to identify and evaluate potential Board candidates. All new directors are elected by a majority vote of the current Board Members.

MISSION STATEMENT

The Meaford Chamber of Commerce shall be the recognized voice of the business community and, as such, shall be a catalyst through which business, professional people and community groups work together for the common good and economic prosperity of the community.

RULES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The function of the Board of Directors is to represent the interest of Chamber members as well as the community in a positive program of community involvement and development by:

- Determining basic policies
- Promoting and accessing any assets in the community
- Constantly evaluating and assessing the Chamber programs and goals

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 ensure that the talents and energies of members are enlisted and that the responsibilities and authorities of committees are clearly defined. The Directors develop the program of work, approve the budget, receive, and pass on committee reports, and direct the general activities of the organization. The Directors recognize the responsibilities of the members of the Chamber of Commerce which include participating on committees and special projects, responding to calls for assistance, contributing ideas, and to support other Chamber members.

BOARD STRUCTURE

The Board is composed of The Executive Committee and the Board of Directors. The Executive Committee is composed of the President, Past President, Vice President(s) (up to 2), and Treasurer/Secretary. It is responsible for the day-to-day direction and management of the affairs of the Chamber and for making recommendations to the Board of Directors regarding policy, programs, and strategic planning.

The Directors (up to 8) are elected for a two-year term and are each responsible for specific functions and programs of the Board. Directors are expected to:

- keep the Executive Committee and the Board of Directors informed of progress in their respective areas of responsibility.
- attend monthly Board meetings and important related meetings on a regular basis. The full Board meets on the second Tuesday of each month at 9:00AM for about 2 hrs.
- make a serious commitment to participate actively in Chamber committee work.
- stay informed about community matters, prepare themselves well for the meetings, and review and comment on minutes and reports.
- build a collegial working relationship with other committee members and contribute to a consensus.
- participate in member recruitment for the Chamber.
- participate in networking events and work towards membership retention for the organization.

CONDUCT

Board members must each be of good standing and, collectively, must be non-sectional and non-partisan. While they cannot speak on behalf of the Board without prior authorization, by virtue of their position they represent the Meaford Chamber of Commerce and not just the business or other groups with which they are affiliated or allied.

Board members work to represent the best interests of all those served by the Meaford Chamber of Commerce. They shall do so without favour or prejudice and they shall not work for personal advantage or for the advantage of friends, family, or supporters.



BOARD OF DIRECTORS CANDIDATE APPLICATION

Name: _____

Address _____

Business Name / Employer: _____

Position Title: _____

Phone:
Home: _____ Work: _____ Cell: _____

Email: _____

1. Briefly describe your present and past involvement with Boards or community organizations.

2. What skills or experience do you possess that will be beneficial to the Meaford Chamber of Commerce Board of Directors?

- | | | | |
|--|--------------------------------------|--|---|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Operations | <input type="checkbox"/> Planning | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Budgeting & finance | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Computer / IT | <input type="checkbox"/> Community | <input type="checkbox"/> Other: | |

3. List your current and relevant past professions, training, and experience.

4. If selected, how do you feel you could contribute to the success of the Chamber?

5. What do you see as the most important priorities of the Meaford Chamber of Commerce?

6. Do you have the time available to be an active member of the Chamber Board?

Signature of Applicant _____ Date _____

Attach additional information or CV, as you feel necessary. Please return the completed application to:

Meaford Chamber of Commerce
Attn: Board of Directors
13 Nelson Street West
Meaford, ON N4L 1N1,

or email to admin@meafordchamber.ca