



Mission: To bring businesses together through promotion, advocacy, collaboration and education.

Vision: Businesses throughout Innisfail and District eagerly choose to join and participate in the Chamber.

Make A Difference!

The Innisfail & District Chamber of Commerce is seeking members to fill vacancies on the Chamber's Board of Directors.

Board Directors come from a variety of sectors and each has a difference perspective of what is happening in the local and regional economy. They are members in good standing and are elected for a 3 year term.

Approximate time commitment required:

- One monthly board meeting (currently the third Thursday of each month beginning at 5 pm)
- Participating on a Chamber Board Committee
- Regular attendance at various Chamber events throughout the year.

What we are looking for:

- Leaders who are well connected in the community and understand business trends and issues facing members
- Expertise in one or more of the following is beneficial:
 - o Governance and Advocacy
 - o Human Relations
 - o Communications and Technology
 - o Community Focused

The Directors Slate will be presented at the Annual General Meeting.

Board of Directors Position Description and Expectations

Purpose:



To advise, govern and provide direction to ensure strong membership development, sponsorship and growth of the Chamber in general while upholding all By-Laws and policy requirements of the organization.

Major Responsibilities:

- An understanding and knowledge of a directors fiduciary responsibilities for the Innisfail & District Chamber of Commerce
- Adoption and oversight of the annual budget
- Hire and direct the work of the Office Administrator
- Develop strategic priorities and goals for the Chamber
- Review and approve business plan and event schedules (as applicable)
- Attend monthly board meetings and be prepared to discuss and contribute during these meetings and contribute to the decision making process
- Act as a community leader to help build awareness and support for all programs and projects

Length of Term:

Directors shall be elected for a 3 year term and will be allowed to sit for a period no longer than 2 consecutive terms unless they move into an executive role. Under no circumstances shall a director be on the Board for five consecutive terms. (Please refer to the Chamber By-Laws for all specifics)

Meetings and Time Commitments:

- The Board of Directors meet monthly on the 3rd Thursday of each month from 5-7 pm.
- Each board member will be expected to take the time to read and analyze all information made available through the board package which is emailed prior to each meeting.
- Regularly attend assigned committee meetings.

Expectations of Board Members:

- To act with integrity and honesty and uphold high ethical standards at all times.
- Be at least 18 years of age
- Be aware of and abstain from any conflict of interest, declare and conflicts of interest.

- Have the support of their employer to attend meetings and events
- Do what is in the best interest of the members, staff and all stakeholders of the Innisfail & District Chamber of Commerce
- Attend and participate in Chamber meetings on a regular basis and special events.
- Be alert to community opportunities and concerns that can be addressed by the Innisfail & District Chamber of Commerce's vision, mission, objectives and programs
- Help communicate and promote the Innisfail & District Chamber of Commerce in the communities of Innisfail, Bowden, Penhold, Springbrook and Red Deer County
- Understand the policies, procedures and By-Laws of the Innisfail & District Chamber of Commerce
- Make decisions based on independent assessment that considers the objectives of the Innisfail & District Chamber of Commerce.
- Prepare for and participate in the discussions and deliberations of the board.
- Attend Policy Governance Training (as required) and have a working knowledge and skill on one of more areas of board governance
- Participate on a Chamber Committee
- Attend board meetings and committee meetings regularly and notify Executive Director in advance of expected absence
- Participate in board self-evaluations
- Attend the Annual General Meeting
- Review and sign a Director Code of Conduct and agree to abide to the terms laid out.