

<p>Board of Directors</p> <p>Purpose & Responsibilities</p> <p>Policy No. 2023-05</p> <p>Adopted: 2023-10-12</p>	<p>Clearwater & District Chamber of Commerce 209 Dutch Lake Rd Clearwater BC VOE 1N2</p>
<p>Purpose of the Position</p> <ul style="list-style-type: none"> • The Board of Directors assumes financial, legal and theoretical responsibility for all Chamber activities and duties. • The Board of Directors is the governing, policy-making body of the Chamber. Its members represent the business and professional leadership of the community of Clearwater and area. The Board consists of about 12 members, of which four are elected annually for a two-year term, this ensures continuity within the Board. • The Board of Directors should be efficient, follow the rule of law, be inclusive, be consensus oriented, be responsible, be transparent, be accountable for decisions, and be loyal. 	
<p>Board Responsibilities</p> <p>Collectively, the Board:</p> <ul style="list-style-type: none"> • Determines the Vision, Mission and Strategic Directions of the Chamber. • Advises and consents on all Chamber Board policies, approves the annual budget, approves membership policy and fees, as well as all other duties listed within the current Clearwater and District Chamber By-Laws. • Monitors the Chamber’s product, services and programs. 	
<p>Individual Responsibilities</p> <p>It is expected that all directors of Clearwater & District Chamber (the “Directors”):</p> <ul style="list-style-type: none"> • Are representatives of Chamber members in good standing 	
<p>A Board member should:</p> <ul style="list-style-type: none"> • Have a particular interest in and a basic understanding of the Chamber’s mission. • Have the commitment to make decisions based on the best interests of the Chamber and its members collectively. • Bring to the table his or her knowledge and/or expertise. • Understand the mission of the Chamber and promote the goals and activities of the Chamber to other members and the community as a whole. • Speak his or her own mind and not represent particular members or causes. • Become familiar with all materials, information, issues and documents relating to the Chamber and its operation, especially those relating to financial matters and member benefits. 	

- Read the pre-circulated material handed out before the Board meetings, and come prepared to discuss the issues and business to be addressed.
- Attend the annual planning workshop for the Board of Directors.
- Attend the Chamber’s annual general meeting and “Business Excellence” Awards Event.
- Where possible attend activities, programs and workshops sponsored by the Chamber for its members and the general public as frequently as is reasonably possible.
- Participate in committee/taskforce activities.
- Be willing to assume a leadership role with the Chamber as an officer, committee chairperson, or other positions when requested.
- Offer opinions and insights honestly and with an open mind, without reservation and in a constructive and respectful way, with a desire to accomplish the best for the Chamber and its members collectively.
- Provide critical analysis of issues before the Board of Directors.
- Propose and vote on resolutions on matters before the Board of Directors.
- Support Board decisions in public even when he or she may differ personally with the majority decision.
- Represent the Chamber in a positive and supportive manner at all times and in all places
- Support membership recruitment and retention.
- Adhere to conflict of interest and confidentiality policies of the Chamber.
- Recognize that only the President, or designate, shall be the **official** spokesperson for the Chamber.

A Board member should NOT (unless specifically authorized by the Board):

- Release corporate or confidential information.
- Make inquiries or canvas opinions of staff.
- Discuss Board deliberations except with Board members.
- Intrude on administrative issues that are the responsibility of the President.
- Speak against any resolutions passed by the Board.