



JOB DESCRIPTION: BOARD MEMBER

AREA OF AUTHORITY: The Board member as a trustee works with the Board of Directors in governing the Chambers' affairs through the development, approval, and evaluation of policy. As a committee member the trustee provides planning and implementation services to the Board. The trustee acts on the Board's behalf within the Board motions and policy guidelines.

SUMMARY OF DUTIES: Board members draw from their experiences, knowledge, vocation, and community engagement. They are expected to be fully informed on organizational matters and to contribute to the Board's policy deliberations. The board member performs duties in the following areas:

- Development, approval and evaluation of framework, governance and operational policies including both planning and administrative statements.
- Approval, evaluation, and participation in the Board's fund-raising campaigns.
- Approval and evaluation of the budget and financial year end reports.
- Chairing or participating on at least one committee or taskforce.
- Monitoring public response to the work and policies of the Chamber.
- The Board through the President to supervise the employment of the Executive Director.
- Development, approval and evaluation of the annual operational plan.
- Assistance in the development and maintenance of relations among the Board, the Committees, the service volunteers, and the members of the community.

TIME AND FINANCIAL COMMITMENT: The Board member is required to attend: a Governance orientation & training session, to be scheduled and monthly Board meetings (currently third Friday of the month 9:30 am – 11:00 am). Board members are also expected to attend the Annual General Meeting, represent the Chamber at sponsored After Hours Networking events, Professional Development workshops, periodic Committee meetings and special events throughout the year. Expected time commitment could be 5 to 10 hours per month.

TERM: Directors are elected for a two-year term.

Questions? Please call Chris Nicholls, Executive Director – 604 886-2325 or speak with current Board Director.