

PINCHER CREEK
 & DISTRICT
CHAMBER *of* COMMERCE

Pincher Creek & District
Chamber of Commerce

Board of Directors Application Package

Updated: March 15, 2023

www.PincherChamber.ca

Chamber Mission

To be a platform for business collaboration and growth within our community

The Role of the Chamber

1. To be a catalyst through which business and professional people work together to build a vibrant community with a strong economy.
2. To be a strong and unified voice for businesses and organizations in our community, by providing community support through promotions, and by dealing with all levels of government. As our membership grows, our voice becomes ever stronger.

We accomplish these two areas by helping our members:

- Save Money
- Be Heard
- Be Seen
- Be Informed

1. Board of Directors

a. Function

The Board is the Chamber's policy-forming body. They determine the program of action, approve the budget, receive and pass on committee reports, and direct the general activities of the Chamber.

b. Roles and Responsibilities

- to direct the Chamber in accordance with all Bylaws and establish goals and objectives by:
 - approval of applicable budgets
 - understanding the financial statements
 - ensuring that an annual audit of fiscal year-end be conducted by a Chartered Accountant
 - to take the necessary action to ensure that the Chamber and Board are protected against liabilities and that all proper insurance requirements are in place as required
- to establish policy when the membership expresses a need.
- to provide guidance and support for the Administrator while staying informed, receiving suggestions, and ultimately being a part of making the final decision.
- to effectively communicate information to members and the community at various member meetings and by other methods.
 - to establish committees, as necessary to meet the Chamber's goals
 - to monitor programs, events, goals, and objectives
 - to be accountable and responsible for their actions

c. Summary

The function of the Executive and Board is to represent the interest of Chamber members, as well as the community, in a positive program of community involvement.

- ✓ Determine basic policies
- ✓ Set the general course of Chamber procedure
- ✓ Utilize the Chamber's collective strengths
- ✓ Make best use of all community assets
- ✓ Appraise results
- ✓ Inspire continuing action
- ✓ Communicate

2. Board of Directors

a. Role

A Director is in the service of the Board. Individual Board members may not act in place of the Board except when acting together as a Committee in accordance with the Bylaws.

b. Function

- ✓ A Director is accountable to the Members of the Chamber of Commerce.
- ✓ The core function of a Director is to participate with the other Directors in the planning and controlling the affairs of the Chamber, guided by the Bylaws, so that it effectively moves toward achieving the objectives of the organization.
- ✓ A Director's relationship to Members. Leadership role - acting as a responsible advocate for the Chamber and interpreting views and needs of members.
- ✓ A Director's relationship to Board/other Directors. Acts on a team with Directors. Has authority as a Director only in Board and Committee meetings and as delegated by the Board, such as at Mixers and/or on non-Chamber committees. A Director accepts election to the Board as a responsibility to the membership, to the community, and fellow Board members. A Director should be scrupulous in their disassociation of all personal interests from the Chamber's activities. A Director should also regard their position as a public trust. A Director's attitude toward fellow Board members should be one of tolerance for their viewpoints, conciliation for their differences, and zeal for the welding of diverse opinions into constructive policies for the good of the community.
- ✓ A Director's relationship to the Administrator/staff. The Administrator is a key resource and part of the overall management team in Board & committee meetings, and the relationship is the same as for other members. The Administrator and other staff welcome advice and suggestions, but they are under no obligation to accept instructions from individual Directors. Individually the status of the Director is advisory with respect to the staff and legislative with respect to the organization. Instructions from a Director to the staff can properly come only when they are by joint action of the Board. Through the Administrator and staff, the Board has a permanent administrative machine to carry on the work of the Chamber. The Administrator is the Board's counselor and, at the same time, is responsible to the Board for seeing to it that the work of the Chamber is carried on effectively and that its policies are executed.

- ✓ A Director's relationship to the President. The position of President is one of great responsibility. A Director can help the President by keeping them informed with respect to current membership needs. The President presides over all general meetings of members and meetings of the Executive and Board. The presiding officer votes only in the case of a tie, so it is the duty of the Directors to keep him/her fully informed on all issues. The President is an official spokesman of the Chamber and has input and knowledge of all press releases and other statements to the public, media, or various levels of government and is responsible and accountable to the Board.

c. Responsibilities

To participate jointly with the other members of the Board of Directors in carrying out the following duties of the Board:

- ✓ The establishment of overall objectives for the direction of the Chamber.
- ✓ Approve the organizational structure, approve the overall budget, operational budget, and programs for the organization.
- ✓ Analyze and appraise progress in achieving objectives and goals.
- ✓ Recommend any Bylaw amendments.
- ✓ Create and avail one-self of opportunities for self-development to enhance their contribution as a member of the Board of Directors.
- ✓ Demonstrate leadership by personally supporting and promoting the Chamber to the best of his/her ability.
- ✓ Directors are required to act as greeters and ambassadors at Chamber functions such as AGM, luncheons/Mix & Mingles, Awards of Excellence dinner, Trade Show and other events as required. Each Director should attend at least 2 events per year. However, all members of the Board are strongly encouraged to attend as many events as possible.
- ✓ Directors are strongly encouraged to chair at least one committee and to sit on as many committees as they see fit.
- ✓ Directors should attend as many monthly Board Meetings as possible. If they cannot attend they are obligated to inform the Administrator of their absence. If a Director cannot attend Board Meetings due to professional obligations or long-term absence but is willing to chair a committee and work on it from home/office, that will be accepted as long as progress within the committee is shown on a regular basis and yearly goals are met. However, if a Board member chooses to perform his/her Board responsibilities from home and if no progress is shown, Section 20 of the Bylaws may be called upon. Directors that do not attend monthly Board Meetings, will be expected to vote by proxy vote if necessary.

A Director who approaches his/her responsibilities from the proper standpoint can do much to contribute to the betterment of the Chamber of Commerce, the members, the business community, and the community in general.

Pincher Creek & District Chamber of Commerce Board Member Application 2023

The Pincher Creek & District of Commerce is accepting candidate applications for Board positions. If you are interested in sharing your passion for business through leadership, networking and collaboration please consider applying for a role on the Board. Please submit applications no later than **March 8, 2023**.

Are you eligible?

- 18 years or older
- A business owner, or employee of a business, who is a Chamber Member in good standing with the Pincher Creek & District Chamber of Commerce
- You do not hold a local, provincial, or federal position in government

Do you have the time?

- Monthly Board meetings (approximately 1.5 hrs per month & currently held on the second Wednesday of the month from 5:00-6:00 p.m.)
- Volunteer to participate on one sub-committee (approximately 1-3 hr per month)
- Voluntarily attend Chamber events, activities and webinars such as the Awards of Excellence, Trade Show, and Mix & Mingles (approximately 1-3 hrs per month)

A Board Position:

As a member of the Board, you will have the opportunity to advocate for our membership and influence the direction and activities of the Chamber. All decisions are made at Board meetings, open to members in good standing when a quorum is present. Board members are required to follow a Code of Conduct, all Chamber Bylaws and the guidelines provided by Alberta Chamber of Commerce.

**Please return the below form by March 8, 2023 to the
Pincher Creek & District Chamber of Commerce at: info@pincherchamber.ca**

Board Members will be appointed at the Annual General Meeting on March 15, 2023.

About us:

The Pincher Creek & District Chamber of Commerce is a non-for-profit organization, directed by a team of volunteers, dedicated to helping local business thrive in our community. It is an important link in the ever-changing world of business, marketing and tourism for Pincher Creek.

We actively promote, facilitate and strengthen the business climate by providing: Leadership, representation, networking opportunities, service and education to our Chamber members. As a significant business resource in the community, the Pincher Creek & District Chamber of Commerce strongly encourages and facilitates partnerships and collaboration among individuals, not-for-profit groups, businesses, and municipal government.

3. Forms

Board Director Candidate Profile Form

Having read the Chamber Board Application Package, please complete this form and return it, with a picture of yourself, to the Pincher Creek & District Chamber of Commerce office at: Box 2287, Pincher Creek, Alberta T0K 1W0 or email: info@pincherchamber.ca

We feel this form is an important tool for yourself to become more aware of what you have to offer the Chamber and what you feel the Chamber should accomplish.

For the Chamber, it is a great tool to show the membership, through our website, what our Chamber looks like: who is involved with the Chamber Board, what variety of background and businesses we have amongst the Chamber Board members, and what different angles the Chamber Board members have to establish a focused working Board determined to meet our goals.

Name: _____

Company/Organization's name: _____

Mailing Address: _____

Phone: _____ Mobile: _____

E-mail _____

List Board/Association Involvement. Do you sit on another board or committee? What other community or business initiatives have you worked on?

How long have you lived in Pincher Creek? _____

What can you contribute as a Board Director?

Why do you wish to serve on the Board of Directors?

What would you like to see accomplished during your term on the Board?

Board of Directors Application

APPLICANT

I have read and fully understand the preceding pages outlining my responsibilities and obligations as a Director of the Pincher Creek & District Chamber of Commerce and confirm that I am a member, or an employee of a member, in good standing with the Pincher Creek & District Chamber of Commerce.

By signing the form below I agree, if elected, to sit on a working Board and to consider being part of one or more committees by expressing my interest on the Board Director Committee Interests form.

I, _____ am prepared to let my name be considered by the Nomination Committee for the 2023 Pincher Creek & District Chamber of Commerce Director Election for a term of two years, and will commit to carry out my responsibilities should I be nominated and elected.

ACTION 1:

I have attached the completed Board of Director candidate profile form (see previous page).

ACTION 2:

By signing this form I agree, if elected, to sit on a working Board and to consider being part of one or more sub-committees.

Please PRINT applicant's name

Applicant's signature

Please PRINT applicant's company name

4. 2023 Board of Directors

Rylan Brown - Vice President

Business/Organization: Johnny Cache Hobbies & Pincher Pets / Sutton Group

Kyla Bruns - Treasurer

Business/Organization: Pincher Creek Co-op

Linsey Prout - Director

Business/Organization: Westland Insurance

David Tetachuk - Director

Business/Organization: The Brick Pincher Creek

Kristina Kugyte - Director

Business/Organization: CIBC Pincher Creek

Patrick Mitchell - Director

Business/Organization: Flint Rock Ranch / Mitchell Bros. Ranches Ltd.

Embree Valcourt - Director

Business/Organization: Abundant Springs Community Church

Dallas VanTol - Director

Business/Organization: Alberta Hotel / Excuses Tavern

Alexandra Roussel - Director

Business/Organization: ATB Financial

Linda Davies - Chamber Manager

Phone: 403-627-5199

Email: info@pincherchamber.ca

Address: PO Box 2287, Pincher Creek, Alberta T0K 1W0