



**RED DEER & DISTRICT**  
**CHAMBER OF**  
**COMMERCE**

# NOMINATION PACKAGE

DIRECTOR  
2022-2023 TERM

## CHAMBER GENERAL INFORMATION

The Red Deer & District Chamber of Commerce is a business advocacy association who is committed to creating value and prosperity for its members and building a vibrant community.

### Chamber Facts

- We are a non-partisan, membership-based organization.
- We are not a government organization and do not receive government funding. We do work closely with all levels of government to advocate for businesses.
- We are funded through revenues from memberships, events, sponsorships, marketing/advertising as well as our partnership of Agri-Trade Equipment Expo.
- We were founded in 1894 by a group of business people that wanted to have a prosperous community.

A Director of the Red Deer & District Chamber of Commerce must have the desire to be a committed leader and advocate for the business community, as well as the community as a whole.

- Ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group.
- Willingness to prepare for and attend board and committee meetings, ask questions, take responsibility, and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, advocate for the organization, and evaluate oneself.
- Interest in developing certain skills that you may not possess, such as in cultivating and soliciting funds, cultivating, and recruiting board members and other volunteers, reading and understanding financial statements, and learning more about the substantive program area of the organization.
- Possession of honesty, sensitivity to and tolerance of differing views, community-building skills, personal integrity and sense of values, and concern for your nonprofit's development.

## BOARD OF DIRECTORS COMMITMENT

- Follow the Chambers' Bylaws and Policies in all respects, and diligently work to improve them, as and when the opportunity occurs.
- Review the board package before board meetings to discuss issues responsibly.
- Attend the Annual General Meeting scheduled for October 5, 2022.
- Attend the Board Organization meeting held immediately after the AGM.
- Attend orientation, strategic planning session and workshops accordingly.
- Attend and participate in regular board meeting held 5 times per year.
- Allow a minimum of 2 hours per month to involve yourself in Chamber work.
- Represent the members' views and interests, at large, honestly, and accurately, to advise and act in their interests.
- Be aware of local, provincial, and federal decisions that affect the business climate in Red Deer and able to react to them in a fair and discreet manner.
- Know and understand the roles and responsibilities of the Board, committees, and staff. scrutineers
- Attend Chamber events throughout the year.
- Maintain board business confidentially.
- Be involved in the Chamber committees which include the Finance & Audit Committee and Policy & Governance Committee as well as Adhoc committees as the need may arise.
- A Director may cease to be a member of the Board if such Director is absent from two (2) consecutive Board meetings without the prior approval of the President and without reason satisfactory to the President.

## BOARD OF DIRECTORS RESPONSIBILITIES

1. **Determine mission and vision.**  
It's the board responsibility to create and review a statement of mission and purpose that articulates the organizations' goals.
2. **Select the Chief Executive Officer**  
It is the board's responsibility to reach consensus on the selection of a CEO, outline the responsibilities and undertake a careful search to find the most qualified individual for the person.
3. **Support and evaluate the Chief Executive Officer**  
The board should ensure that the Chief Executive Officer has the moral and professional support they need to further the goals of the organization.
4. **Ensure effective planning**  
Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. **Monitor and strengthen programs and services**  
The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. **Ensure adequate financial resources**  
One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. **Protect assets and provide proper financial oversight**  
The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. **Build a competent board**  
All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. **Ensure legal and ethical integrity**  
The board is ultimately responsible for adherence to legal standards and ethical norms.
10. **Enhance the organization's public standing**  
The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community through advocacy.

## BOARD OF DIRECTORS LEGAL RESPONSIBILITIES

### 1. Duty of Care

The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she decides as a steward of the organization.

### 2. Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the best interests of the organization.

### 3. Duty of Obedience

The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission. This duty also requires board members to obey the law and the organization’s internal rules and regulations.

The board of directors does not exist solely to fulfill legal duties and serve as a fiduciary of the organization’s assets. Board members also play very significant roles providing guidance to nonprofits by contributing to the organization’s culture, strategic focus, effectiveness, and financial sustainability, as well as serving as ambassadors and advocates. Beyond fulfilling legal duties, board members can be important resources for the organization in multiple ways.

## NOMINATION INFORMATION 2022 – 2023 BOARD OF DIRECTORS

In accordance with the Bylaws and policies of the Red Deer & District Chamber of Commerce, nominations are now open for the 2022 – 2023 Board of Directors.

To qualify for nomination members must adhere to the following:

- a) Hold a Regular Membership with the Red Deer & District Chamber of Commerce. Associate Members are unable to stand for board election.
- b) Be a member in good standings.
- c) Completed nomination forms must be received by the Chamber office prior to **4:30 pm on September 23, 2022**, to [info@reddeerchamber.com](mailto:info@reddeerchamber.com) to be considered by the Nomination Committee.
- d) The Nomination Committee will complete their review and make recommendations in accordance with the Red Deer & District Chamber of Commerce Bylaws and Polices.
- e) Candidate profiles will be completed and make available to the voting delegates not less than 10 days before the AGM.
- f) Online voting will open to the authorized representative of each regular member and will close at noon the day prior to the AGM.
- g) Only one vote per regular member company. Associate members are exempt from voting.
- h) The successful candidates will be announced and approved by resolution at the AGM.

## 2022 - 2023 Nominations Memorandum

### Nomination Requirements

In accordance with Red Deer & District Chamber of Commerce Bylaws, Candidate Nominations are required for **three (3) elected positions** to the Board of Directors. Chamber Bylaws prescribe a **total of 11 elected positions** on the Board.

Any Regular member or any Authorized Representative of a Regular Member may be elected as a Director.

Nominations may be made by returning a completed **2022 - 2023 Board of Directors Nomination Package** which includes:

- o A completed **2022 – 2023 Board of Directors Nomination Agreement form**, and
- o A **150-word biographical outline for the nominee**, consisting of the nominee's name, employer, position, experience, and reason for seeking election.
- o A **picture** (headshot, .jpg format) which will be posted together with candidate's biographical outline on the Chamber website.

Complete **Nomination packages, including biographical outline and photo**, to the Board of Directors must be received at the Red Deer & District Chamber office no later than **4:30 p.m. on Friday, September 23, 2022** to [info@reddeerchamber.com](mailto:info@reddeerchamber.com)

### Board Positions Becoming Vacant

Directors are elected by the membership for a term of three (3) years to a maximum of two (2) terms. Directors who have served a total of six (6) consecutive years as a Director are not eligible for election to a new term which commences within two (2) years of retirement from the Board.

The positions of President, Vice President and Secretary are elected annually following the Annual General Meeting of the Red Deer & District Chamber of Commerce.

There are two Board members who are eligible to stand for re-election for a three-year term:

Todd Hicks                      Mike Szyszka

There is one resigning Board Member. This position will be filled for a three-year term:

Dustin Snider

There are eight Board Members who have terms that continue through 2022 – 2023

Matt Cassidy  
Keith McPhedran  
Tammy Schlamp

Kevin Wilkie  
Matthew Wear  
Donna Purcell

Sonya Hunt  
Melissa Delaronde



## 2022 – 2023 BOARD OF DIRECTOR NOMINATION FORM

### NOMINEE

I have read and fully understand the proceeding pages outlining my responsibilities and obligations as a Director of the Red Deer & District Chamber of Commerce.

By signing and returning this form, you have acknowledged that you are a Regular Member in good standings of the Red Deer & District Chamber of Commerce.

I have provided this written consent and are prepared to let my name to be considered by the Nomination Committee for the 2022 – 2023 Red Deer & District Chamber of Commerce Director Election and will commit to carry out my responsibilities should I be elected:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ACTION

In accordance with Chamber Policy, this written consent of intent to serve as a Director must be accompanied by two (2) nomination signatures provided by two (2) Red Deer & District Chamber of Commerce Members in good standing.

#### Nominator #1

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Nominator #2

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Completed Nominations package must be received at the Chamber office at [info@reddeerchamber.com](mailto:info@reddeerchamber.com) no later than **4:30 p.m. on Friday, September 23, 2022**, and include:

- ✓ This fully completed form
- ✓ A 150-word biographical outline consisting of your name, employer, position, experience, and reason for seeking election; and
- ✓ A picture (headshot, .jpg format) which will be posted together with your biographical outline on the Chamber website

Incomplete or late nomination packages will not move forward for election.