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|  | **BOARD OF DIRECTORS**  **NOMINATION FORM**  **SERVING MAY 2025-APRIL 2026** |

# NOTICE TO MEMBERS

**The Belleville Chamber of Commerce is seeking nominations to fill vacancies on the Board of Directors.**

Board positions are open to all Chamber members in good standing. If you are interested but require additional information please contact Jill Raycroft, CEO at 613-962-4597 or [jill@bellevillechamber.ca](mailto:jill@bellevillechamber.ca)

As per our Constitution and By-laws, the Executive shall examine all nominations and prepare a ballot to be submitted to the general membership for election. Nominations may be submitted by any member in good standing provided such nomination is endorsed by TWO\* other members and the nominee has consented in writing to stand for election.

If you would like to submit a nomination:

please complete this form and submit by noon on **Monday, March 31, 2025.**

Forms can be e-mailed, dropped off at or sent by mail to the office of the Chamber.

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| **Nominee** | **Business** |
| **Address (home address required)** | **Phone:** |
| **Email:** |

\* Please check one of the following:

|  |  |
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| **I am the primary representative**  Please provide two (2) supporting signatures below from members in good standing  (employees of the nominee do not qualify as signators/referees) |  |
| **I am not the primary representative (your supervisor must sign the nomination)**  Your first signature needs to be from the Primary Representative  Seconding Nominator may be any member in good standing (not a co-worker) |  |

We hereby nominate the following member in good standing for election to the Board of Directors of the Belleville Chamber of Commerce.

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| **Nominating Member (PLEASE PRINT):** | **Seconding Nominator (PLEASE PRINT):** |
| **Signature:** | **Signature:** |
| **Business:** | **Business:** |

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# AUTHORITY/RESPONSIBILITY:

* The Board of Directors is the legal authority for the Belleville Chamber of Commerce.
* As a member of the Board, a Director acts in a position of trust for the business community, the sector they represent, and is responsible for the effective governance of the organization.
* A Director is required to sign a Code of Ethics and Business Conduct and Volunteers’ Agreement prior to attending the first board meeting of their first term.

# QUALIFICATIONS/SKILLS:

* Knowledge and skills in one or more areas of Board governance: policy, finance, advocacy
* Active participation within a sector as an organization operating in Belleville

# TERM:

# Directors are elected for a one-year term by the membership and sworn in at the AGM

# A commitment of three terms is preferred, with the option to apply up to six terms.

# REQUIREMENTS:

* A time commitment of five to ten hours per month (including strategic planning sessions as scheduled, Board & committee meetings in addition to Chamber events)
* Contributions towards Board prize packages (2x/year)
* Be aware of, and abstain from, any conflict of interest

# MAJOR DUTIES

* Govern the Chamber of Commerce through an understanding of the broad policies developed by the Board, and the Chamber’s constitution and by-laws
* Establish overall long and short term goals, objectives and priorities for the Chamber of Commerce in meeting the needs of the business community
* Recommend policy to the Board; offer suggestions to change current policies where outdated
* Be informed of the services provided by the Chamber of Commerce and publicly support them
* Promote the Chamber of Commerce membership through community networking, etc.
* Monitor and evaluate the effectiveness of the Chamber of Commerce through a regular review of programs and services
* Represent the membership by bringing forward concerns of the business community
* Recruit members to participate on committees and seek nomination
* Prepare for and participate in the discussions and the deliberations of the Board
* Foster a positive working relationship with other Board members and the Chamber of Commerce staff

# NOMINEE’S ACCEPTANCE FORM

I, hereby acknowledge I have read and understand the responsibilities of a Director and signify my acceptance of the nomination and willingness to serve, if elected, in the capacity of Director of the Belleville Chamber of Commerce for the 2024 term.

**SIGNATURE DATE**

# NOMINATIONS MUST BE RECEIVED BY NOON, March 31, 2025