



**BOARD OF DIRECTORS
NOMINATION FORM
FOR THE TERM OF 2023 – 2025
(January 2023 – December 2025)**

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

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 **Friday, October 28th, 2022.**
Forms can be e-mailed, faxed, dropped off at the Log Cabin or sent by mail.

Nominee	Business
Address	Phone:
	Email:

* Please check one of the following:

<p>I am the primary representative In the case where the nominee is the primary representative of the member organization, signatures from two (2) different member organizations will be required (employees of the nominee do not qualify as signators/referees)</p>	
<p>I am not the primary representative (your supervisor must sign the nomination) In the case where the nominee is not the primary representative of the member organization, the signature of the primary representative (or immediate supervisor of the nominee) representing the member organization will be required.</p>	

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

Nominating Member:	Seconding Nominator:
Signature:	Signature:
Business:	Business:

Board of Directors
Job Description & Nomination Acceptance

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 and is responsible for the effective governance of the organization.
- A Director is required to sign a Code of Ethics and Business Conduct and Directors' 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, programs, human resources, sales, tourism, events and management.

TERM:

- Directors are elected by the membership and sworn in at the Annual General Meeting. Directors serve for a three year term. Directors may be re-elected for one additional term.

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)
- Prepare for and participate in the discussions and the deliberations of the Board
- 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 2020 - 2022 term of office (3 year term).

SIGNATURE _____ DATE _____

NOMINATIONS MUST BE RECEIVED BY NOON, October 28th, 2022