

BOARD OF DIRECTORS OBLIGATIONS & RESPONSIBILITIES

DISCRETION AND CONFIDENTIALITY: A Director of the Penticton & Wine Country Chamber of Commerce is often exposed to confidential information during Board Meetings and in-camera sessions, as well as during committee meetings, or in conversation with members, officials, other Directors, etc. Please be aware of the confidential nature of some information and respect that confidentiality. Directors are required to sign an oath of confidentiality.

COMMITMENT TO THE WORK OF THE CHAMBER

ATTENDANCE AND PARTICIPATION AT BOARD OF DIRECTORS MEETINGS: The most important qualification of your role as Director is the mandatory attendance at the monthly Board meetings, held at 8:00 am on the 4th Thursday of the month. If it becomes necessary to miss a Board meeting, please inform the Chamber staff and the President as soon as possible. Absence from 3 consecutive meetings or 4 meetings in a year may result in dismissal from the board. Attendance at the Annual General Meeting and any duly called Special General Meetings is also expected.

Directors are asked to prepare and participate in the discussions and deliberations of the Board.

ATTENDANCE AT CHAMBER FUNCTIONS: One of the reasons for an individual to join the Chamber is the networking opportunities that exist within the events and programming framework. Attendance by the Board of Directors shows support for the Chamber and gives the membership a chance to air views about Chamber operations, municipal affairs, and life in general. The Board must support these functions, and the membership will follow.

ATTEND POLICY, GOVERNANCE AND OTHER BOARD TRAINING: Continual personal and professional development is both an opportunity and a responsibility. It is important to have a working knowledge and skill in one or more areas of board governance.

COMMITTEE PARTICIPATION: A Director will have, by Presidential appointment, a committee responsibility. Each director is expected to participate in at least one committee or task force per year. On some committees, a Director will be the Chairperson of said committee and is expected to recruit volunteers from the membership and Board of Directors. The President and Executive Director are members of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson. Committees meet at the call of the Committee Chair and are expected to meet quarterly at a minimum. Meetings may be in person or via zoom, on an as-needed basis.

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STRATEGIC PLANNING. All directors will participate in the annual strategic plan and review process.

MEMBERSHIP RECRUITMENT: The Penticton & Wine Country Chamber of Commerce committee that works with staff to build membership support in the community. The best source of leads is the Directors themselves. It is hoped that each Director will provide leads for new members each year.

KNOWLEDGE OF CURRENT EVENTS: Chamber of Commerce Directors are an important force in the growth of the community, province, and country. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. The Executive Director will route all information specific to committees and board members via in house systems and communications. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the President or a member of the Executive Committee.

AMBASSADOR OF GOODWILL: Chamber of Commerce Directors are regularly asked to attend openings, cut ribbons, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

A COMMITMENT OF TIME: A Director of the Penticton & Wine Country Chamber of Commerce can expect to devote approximately 5 to 10 hours per month of his or her time to the meetings, programs, and duties of the Chamber. A member of the Executive Committee may devote an additional 5 to 10 hours per month of their time.

MEDIA RELATIONS: Chamber Directors are regularly approached by the media for comments on current issues. The Chamber has a standing policy that the President or a predetermined designate (oftentimes the Executive Director) is the only acceptable media contact on any issue. Please note that any comments made during the public portion of a Board meeting can be used by the media. When in doubt, defer to the President.