



APPLICATION: 2018 BOARD OF DIRECTORS

INSTRUCTIONS:

Thank you for your interest in serving on the Greater Peterborough Chamber of Commerce Board of Directors.

In order to help our Nominating Committee know you better, please answer the following questions and submit to the Chamber office by **August 15th**. Please note that the Greater Peterborough Chamber of Commerce has limited space available on their Board of Directors and participants are selected according to the expertise needed to fulfill the strategic plan. Experience serving on Chamber Committees is strongly recommended. **The form must be completed in its entirety, including the names and signatures of not less than four (4) other Chamber members in good standing (4 separate member businesses). Only members in good standing may apply.**

Please submit completed form to GPCC Nominating Committee c/o Lindsay Walker-Chiarelli, Executive Assistant, by email lindsay@peterboroughchamber.ca or fax to 705-743-2331 by **August 15th, 2017**.

Name:
Company Name:
Phone Number:
Email:

Part 1 – CANDIDATE INFORMATION

What interests you most about the Chamber?

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How many hours per month can you commit to the Chamber? *(See Part 2: Expectations)*

How can your business experience/knowledge/skills help the Chamber o execute our Strategic Plan? (See “What We Do” at www.peterboroughchamber.ca for the Chamber’s Strategic Plan)

Provide an example of how you have helped another organization develop and/or implement their strategic plan.

List other volunteer positions within the Chamber or other organizations with which you have been involved.

If the Chamber is unable to use your skills on our Board of Directors within a year of applying, are you willing to explore volunteer work on other committees?

If you would be interested in serving on one or more of the following committees, please explain why.

Policy – Serves as the clearinghouse for all issues which are referred by the Executive and Board of Directors, members and others concerning priorities which are or should be receiving the active attention of the Chamber.

Excellence – Organizes and executes the annual Peterborough Business Excellence Awards, held to recognize and honour local businesses.

Ambassador Team – Serve as goodwill representatives for the Chamber by welcoming new members at various Chamber events, member functions, ribbon cuttings and grand openings.

Part 2 – EXPECTATIONS OF GREATER PETERBOROUGH CHAMBER OF COMMERCE (GPCC) DIRECTORS

The Board of Directors is the policy making body of the Chamber of Commerce and as such, the major force for the Chamber.

Our Board Members represent a broad cross-section of the business and professional leadership of the community. Each Director is very important to the Board, so an understanding is in order about each Board Member's responsibilities upon election.

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 Confidentiality Agreement prior to attending their first Board meeting.

It is imperative that potential Board of Directors members understand expectations of a Board member and that their employer supports the time and costs associated with fulfilling those expectations.

Please read and fully consider the following List of Expectations:

Obligations and Responsibilities:

The obligations and responsibilities of a Director include:

1. A commitment to the work of the Chamber.
2. Knowledge and skills in one or more area of Board governance: policy, programs, finance and development.
3. Being informed of the services provided by the Chamber of Commerce and publicly supporting them.
4. Attendance and participation at the Annual General Meeting.
5. Attendance and participation at each regular or special Board meeting; typically the Board meets the third Tuesday of the month for approximately 1.5 hours.
6. Properly preparing for Board meetings by reading the materials provided in advance.
7. Being aware of, and abstaining from, any conflict of interest.
8. Being accountable to the members for the service provided and funds expended.
9. Establishing, with the Board of Directors, overall long and short term goals, objectives and priorities for the Chamber in meeting the needs of the business community.
10. Monitoring and evaluating the effectiveness of the Chamber of Commerce through a regular

review of programs and services and bringing forward the concerns of the business community.

11. Performing such duties as may be requested from time to time by the Chair and /or Board of Directors.
12. Fostering a positive working relationship with other Board members and the Chamber of Commerce staff.

Part 3 – SIGN OFF

The answers and information I have provided in this Application are true. I have read the List of Expectations of a GPCC Director and can commit to honour those expectations. I understand that my name will stand for election, should an election be required.

Date:
Signature:

Part 4 – SIGNATURES OF SUPPORT

Not less than four (4) other Chamber members in good standing must support each Board nomination

Please note: Signatories must be from 4 *separate* member businesses.

Name:
Company Name:
Signature:

Name:
Company Name:
Signature:

Name:
Company Name:
Signature:

Name:
Company Name:
Signature: