MACKENZIE
CHAMBER OF COMMERCE
MOVING BUSINESS FORWARD

# 2026 Chamber Executive & Board of Directors Nomination Form

## Nominator

**I, _____, a Chamber member in good standing,**

**hereby nominate _____ for the Position**

**of _____, of the Mackenzie Chamber of Commerce.**

**Signed by _____**

**Please print name _____**

## Nominee

**I, _____, a Chamber Member in good standing, having read and understood the requirements of the position (above), agree to them and accept this nomination.**

**Signed by _____**

**Please print name _____**

**DATE_____**

- Each nomination must be signed by the Nominator and Nominee.
- Completed nominations must be received by the Chamber office by **Friday, December 12, 2025, 3:00 PM**
- Candidates will be expected to attend the January General Meeting for the swearing in. Meeting is scheduled for **Thursday, January 15, 2026, 12:00 PM .** For more information, please contact Tracy Medley at 250-997-5459.

# 2026 Executive & Board of Directors Job Descriptions

**Congratulations on accepting the nomination to the Chamber Executive for the Mackenzie Chamber of Commerce. It is with the help of community minded people such as you, that the Chamber has been successful in its role to enrich the quality of the economic and civic well-being of the community as a whole.**

**Outlined below are some of the responsibilities that come with the title of each position.**

**PRESIDENT:**

The President shall preside at all meeting of the Chamber and Directorship. He/she shall regulate the order of business at such meetings, receive and put lawful motions and communicate to the meetings what he/she may think concerns the Chamber. The President shall, with the Secretary, sign all papers and documents requiring signature on behalf of the Chamber, unless another person is so designated by the Directors. It shall be the duty of the President to present a general report of the activities of the year at the Annual Meeting.

**FIRST VICE-PRESIDENT:**

The first Vice-President shall act in the absence of the President and, in the absence of both of these officers, the second Vice-President shall so act. In the absence of the President, the first Vice-President and the second Vice-President, the other executives present shall appoint a Chairperson to act temporarily for that meeting.

**SECRETARY:**

The Secretary shall be the executive officer of the Chamber and shall be responsible to the Directors for the general control and management of the Chamber's business affairs. He/she shall be responsible for keeping the books of the Chamber, conducting its correspondence, retaining copies of all official documents and shall perform all such duties as properly pertain to his/her office. He/she shall with the President, sign and when deemed necessary, seal with the seal of the Chamber, of which he/she shall have custody, all papers and documents requiring signature on its behalf. He/she shall maintain an accurate record of the proceeding of the Chamber and of the Directorship. At the expiration of his/her term of office, the Secretary shall deliver all books, papers and other property of the Chamber.

**TREASURER:**

The Treasurer shall have charge of all funds of the Chamber and shall deposit, or cause to be deposited, the same in a chartered bank selected by the Directorship. Out of such funds he/she shall pay amounts approved by the Directorship-and shall keep a regular account of the income and expenditures of the Chamber and shall submit an audited statement thereof for presentation to an annual general meeting and at any other time required by the Directorship. He/she shall make such investment of the funds of the Chamber as the Directorship may direct.

# 2026 Directors' Responsibilities and Obligations

**Congratulations on accepting the nomination to the Board of Directors for the Mackenzie Chamber of Commerce. It is with the help of community minded people such as you, that the Chamber has been successful in its role to enrich the quality of the economic and civic well-being of the community as a whole.**

**Outlined below are some of the responsibilities that come with the title of Director.**

**ATTENDANCE 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 12:00 pm, in the Chamber Boardroom, on the 1st Tuesday of the month. Time is subject to change.

**ATTENDANCE AT CHAMBER FUNCTIONS:**
One of the reasons for an individual to join the Chamber is the networking opportunities that exist within the Business after Business and Luncheon meeting 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. Call 997-5459 for a current list of Chamber events.

**DISCRETION AND CONFIDENTIALITY:**
A Director of the Mackenzie Chamber of Commerce is often exposed to confidential information during in camera sessions at Board Meetings, 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.

**ORGANIZATION OF COMMITTEES:**
A Director may have, by Presidential appointment, a committee responsibility. The Director is Chairperson of this committee and is expected to drum up support by recruiting 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. The Boardroom at the Chamber is available for Committee meetings.

**MEMBERSHIP RECRUITMENT:**
The Mackenzie Chamber of Commerce Executive Director builds the membership support in the community. However the best source of leads are the Directors themselves. It is hoped that each Director will provide leads for new members.

**KNOWLEDGE OF CURRENT EVENTS:**
Chamber of Commerce Directors are an important force in the growth of the community. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. 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.

**A COMMITMENT OF TIME:**

**A Director of the Mackenzie Chamber of Commerce can expect to devote approximately 6 - 10 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual, can be much more extensive.**

**MEDIA RELATIONS:**

**Chamber Directors are regularly approached by the media for comment on current issues. The Chamber has a standing policy that the President or predetermined designate is the only acceptable media contact on any issue. When in doubt, defer to the President.**

**DIRECTOR'S CODE OF CONDUCT:**

**1. Although a Director may be drawn from a specific interest group, Directors as a whole, must represent the interests of the entire membership.**
**2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.**
**3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.**
**4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.**
**5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.**
**6. Directors' contributions to discussions and decision making shall be positive and constructive.**
**7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.**
**8. Directors shall know and adhere to the Chamber's governance policies.**
**9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.**
**10. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.**
**11. The Executive Director is responsible to the entire Board. Consequently, no single Director or committee has authority over the Executive Director.**
**12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.**
**13. Directors shall conduct themselves in an ethical and professional manner at all times.**

**EXECUTIVE POSITIONS:**

**President- Chair all meetings, be available for all committees,**
**Vice-President- Fill in for President in their absence**
**Treasurer- Support Executive Director accounting procedures review and speak to financial statements at both the Board and General meeting if necessary.**
**Secretary- Record minutes at the Board and General meetings, type and send to chair of meeting to review and chair will forward to Executive Director for distribution to members.**