



# FORT MCMURRAY

## Chamber of Commerce

## Leading the Way: Expectations of a Chamber Board Director

### About the Chamber

The Fort McMurray Chamber of Commerce exists to help businesses in the Fort McMurray Wood Buffalo reach their potential. As the convenor and catalyst for a vibrant business community, the Chamber builds strength and resilience amongst its members, advocates to all levels of government to ensure businesses can succeed and works to position Fort McMurray Wood Buffalo as a magnet for talent and opportunity. The Board of Directors is a governance Board and seeks Directors who can provide strategic insight and support of our mission: *As the COLLECTIVE voice of business in Fort McMurray Wood Buffalo, we: Advocate, Support, Collaborate*

### What does a Board Director do?

A Director on the Fort McMurray Chamber of Commerce's Board is expected to actively engage in strategic planning, financial oversight, uphold the Chamber's mission, serve on committees, support membership growth and sponsorship, advocate for local businesses, and represent the Chamber publicly. Directors must also ensure ethical governance and accountability while staying informed about the Chamber's operations and the needs of the business community.

### What is the time commitment of a Board Director?

The time required may vary based on different roles assumed, but generally includes the following:

#### Board Meetings

- Typically held 5 times per year (in-person), running 2 hours per meeting.
- Directors are expected to review materials in advance and actively participate.

#### Committee Participation

- Directors serve on at least one committee (e.g., finance & audit, governance, policy).
- Committees meet as needed, requiring 1-2 hours per month.

#### Events & Community Engagement

- Attendance at Chamber events is encouraged, there are many to choose from!
- This may include networking functions, signature events, and keynotes (time varies).

### Strategic Planning & Training

- In person participation in an annual strategic planning session is typically a mandatory full one or two day commitment.
- From time-to-time Directors will participate in ad-hoc learning sessions, e.g. Board orientation, governance training, etc. Typically 1-2 hours maximum, these may be in person or virtual depending on the topic.

### Membership & Sponsorship Support

- Directors help recruit members, support via sponsorship, engage potential sponsors, encourage member participation, and advocate for Chamber initiatives within their circles.
- This can range from a few hours per year to ongoing engagement.

### Term

Each Director serves a two-year term, subject to a Members' vote at the Annual General Meeting. A Director may be re-nominated or re-appointed for two additional two-year terms.