

APPENDIX

Job Description

Board of Directors, Abbotsford Chamber of Commerce

Basic function:

The governance and policy making responsibilities of the Chamber of Commerce shall be vested in the Board of Directors. The Board of Directors shall meet according to their annually established schedule and work plan and as frequently as required to satisfactorily fulfill their responsibilities.

- Set the strategic plan.
- Monitor and approve the financial statements.
- Approve the annual budget.
- Review bylaws annually, ensuring any amendments follow the Boards of Trade Act under which the Abbotsford Chamber of Commerce is filed.
- Set Board policy and review on an annual basis, ensuring they reflect governance best practices
- Monitor the CEO's compliance to policies
- Monitor the CEO's achievement of the Board's strategic goals.
- Conduct the CEO's annual performance review and salary review.

Reports to:

The General Membership

Guiding Principles:

- ❖ Provide high level guidance & direction
- ❖ Establish standards of organizational conduct
- ❖ Provide oversight and monitoring
- ❖ Protect the interests of the organization
- ❖ Ensure financial health and viability
- ❖ Consider Chamber stakeholders

Board Responsibilities:

- Development and annual review of the Abbotsford Chamber's Strategic Plan; includes review of Policy Sub-Committees annual strategic plans and reports.
- Oversee and set policy for the Board and Chamber of Commerce and work with Policy Sub-Committees including the Governance Committee and CEO.
- Review of Board policy on an annual basis ensuring policies reflect governance best practices.
- Review bylaws annually, ensuring any amendments follow the Act under which the Abbotsford Chamber of Commerce is filed.
- Monitor and approve financial statements.
- Approve the annual budget.
- Monitor the CEO's compliance to policies.
- Monitor the CEO's achievement of the Board's strategic goals.
- Participate in the CEO's annual performance review and salary review.

Board Director Specific Responsibilities:

- Attends director orientation session.
- Attend Board governance training and have a working knowledge and skill in one or more areas of Board governance.
- Participate in Board and director evaluations.
- Directors will maintain an attendance rate of at least 80% at Board meetings.
- Adhere to the Board's Terms of Reference, Policy Manual and Chamber Bylaws in the performance of duties.
- Come prepared to Board meetings having read meeting packages to participate in the discussions and deliberations of the Board in an informed manner.
- Attend the Chamber Annual General Meeting.
- Each Director will strive to gain an understanding of the policies and functions of the Chamber of Commerce in order to fulfill their roles and responsibilities.
- Be informed of the services provided by the Abbotsford Chamber of Commerce and publicly support them.
- Uphold the Chamber's Board Director Code of Conduct agreement and be an Ambassador for the Chamber with members, businesses and stakeholders in the community.
- Directors will support the Chamber events by promoting and attending events as their availability allows.
- Promote Chamber participation and engagement to the membership and local community.