



Board of Directors Terms of Reference

Mandate:

- To fulfil the legal requirements and obligations of a director and to govern the Peachland Chamber of Commerce according to bylaws and policy

Structure:

- Executive Officers Vice President, President (voting); Past President (ex officio, non-voting)
- Executive Officers) – Treasurer and Secretary (voting)
- Maximum 5 – 7 Directors (voting) and/or BC/Canadian Chamber of Commerce representative (non-voting)

Appointment and Duration:

- Directors must be members of the Peachland Chamber of Commerce
- Directors are elected for a two-year term by the membership at the annual general meeting
- Directors may succeed their term for two more terms (total six years) with a maximum of ten years on the board unless there are extenuating circumstances
- The board executive is elected for a one year term annually by the board
- Refer to bylaws for additional clarification

Reporting:

- The board of directors reports to the membership at the annual general meeting

Board Responsibilities:

- Set the annual strategic plan
- Monitor the financial statements
- Approve the annual budget
- Set policy
- Review internal policies on an annual basis, ensuring internal policies reflect the Policy Governance Model → this will be in place **December 2018 NEW!**
- Monitor the C.A.O.'s compliance with policies
- Monitor the C.A.O.'s achievement of the board's strategic plan goals
- Conduct the C.A.O.'s annual performance, performance premium and salary reviews

Director Responsibilities

- Commitment to the work of the Peachland Chamber of Commerce
- Attend Board Governance Training and have a working knowledge and skill in one or more areas of board governance → **training sessions start in 2019 NEW!**
- Participate on at least one committee or task force per year
- Attend board meetings and committee meetings
- Participate in board self-evaluations → **starts in 2019 NEW!**
- Participate in the annual strategic plan
- Attend the annual general meeting
- Attend the Business Excellence Awards gala
- Be informed of the services provided by the chamber and publicly support them
- Be aware of and abstain from any conflict of interest
- Prepare for and participate in the discussions and deliberations of the board
- Refer to board policy manual for further information

Timelines:

- See board work plan → work plan 2019 deadline December 2018 NEW!

Meeting Dates:

- 5:30 – 7:30 PM on the third Monday of the following months:
 - January
 - February
 - March
 - April
 - May
 - June
 - September
 - October
 - November
- If the meeting date falls on a holiday, an alternate date will be set