



terms of reference

ROLE OF THE BOARD

To fulfill the requirements and obligations of a director and to govern the Sylvan Lake Chamber in accordance to Chamber bylaws and policy.

RESPONSIBILITIES

- To implement the Strategic Plan
- Monitor Chamber financials and budget
- Set policy and review internal policies on an annual basis
- Attend any available training for directors
- Participate in committees, work groups, task forces as required
- Maintain excellent attendance at board and committee meetings
- Volunteer for the annual Business Awards and Mermaid Ball
- Be knowledgeable of the services, value and work of the Chamber
- Be advocates of the Chamber
- Be aware of and abstain from any real or perceived conflict of interest
- Prepare for and participates in deliberations of the board
- Acquire adequate information needed for decision-making in advance of board meetings
- Familiarize themselves with bylaws and Directors Code of Conduct

BOARD COMPOSITION

- The board shall be comprised of no less than 11 members and no more than 13 elected members.
- Board members must own or be employed by Sylvan Lake businesses that are members in good standing with the Sylvan Lake Chamber of Commerce.
- All directors are voting members except for the Chair who votes only in the event of a tie.



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APPOINTMENT AND DURATION

- The role of director is a two year term except in the case of the executive team succession plan outlined below;
- Directors are elected for a two year term by the Membership.
- Directors may succeed their term for one more term (total four years)
- After a director extends their term (total four years), they may apply for nomination and reelection after one year.
- The Executive Team will consist of the President, 1st and 2nd Vice President, Past President, Treasurer and Executive Director.
- With the exception of the 2nd Vice President and Treasurer, the Executive Team requires a (minimum) six year commitment.
- The role of 1st and 2nd Vice President are two year terms and are elected at the board level, with the 1st Vice President moving into the role of President at the end of their two year term. A new 2nd Vice President is chosen from among the existing board.
- President moves into role of Past President for a two year term.
- The role of Treasurer is appointed at the board level.

COMMITTEE CHAIR AND CO-CHAIR

- The President will serve as Chair and will be a non-voting member except in the case of a tie.
- 1st and/or 2nd Vice President act as Co-Chairs in absence of Chair.

MEETINGS

- Board meetings take place on the 3rd Thursday of each month (except July and August) from 12pm - 1:30pm.
- Additional volunteer time as required for committees and events.
- Quorum is met when five (5) board members are present at a meeting.
- Missing three (3) meetings in a row or missing 50% of meetings in a calendar year is cause for removal from the Board.