



**BOARD OF DIRECTORS  
NOMINATION FORM  
TO SERVE IN 2024 -25**

**NOTICE TO MEMBERS**

**The Belleville Chamber of Commerce is seeking nominations  
to fill vacancies on the Board of Directors.**

Board positions are open to all Chamber members in good standing. If you are interested but require additional information please contact Jill Raycroft, CEO at 613-962-4597 or [jill@bellevillechamber.ca](mailto:jill@bellevillechamber.ca)

As per our Constitution and By-laws, the Executive shall examine all nominations and prepare a ballot to be submitted to the general membership for election. Nominations may be submitted by any member in good standing provided such nomination is endorsed by TWO\* other members and the nominee has consented in writing to stand for election.

If you would like to submit a nomination, please complete this form and submit by noon on **Tuesday, April 16, 2024**. Forms can be e-mailed, faxed, dropped off at the Log Cabin or sent by mail.

<b>Nominee</b>	<b>Business</b>
<b>Address (home address required)</b>	<b>Phone:</b>
	<b>Email:</b>

\* Please check one of the following:

<b>I am the primary representative</b> Please provide two (2) supporting signatures below from members in good standing (employees of the nominee do not qualify as signators/referees)	
<b>I am not the primary representative (your supervisor must sign the nomination)</b> Your first signature needs to be from the Primary Representative Seconding Nominator may be any member in good standing (not a co-worker)	

We hereby nominate the following member in good standing for election to the Board of Directors of the Belleville Chamber of Commerce.

<b>Nominating Member (PLEASE PRINT):</b>	<b>Seconding Nominator (PLEASE PRINT):</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Business:</b>	<b>Business:</b>

**Board of Directors**  
**Job Description & Nomination Acceptance**

***AUTHORITY/RESPONSIBILITY:***

- The Board of Directors is the legal authority for the Belleville Chamber of Commerce.
- As a member of the Board, a Director acts in a position of trust for the business community, the sector they represent, and is responsible for the effective governance of the organization.
- A Director is required to sign a Code of Ethics and Business Conduct and Volunteers' Agreement prior to attending the first board meeting of their first term.

***QUALIFICATIONS/SKILLS:***

- Knowledge and skills in one or more areas of Board governance: policy, finance, advocacy
- Active participation within a sector as an organization operating in Belleville

***TERM:***

- Directors are elected for a one-year term by the membership and sworn in at the AGM
- A commitment of three terms is preferred, with the option to apply up to six terms.

***REQUIREMENTS:***

- A time commitment of five to ten hours per month (including strategic planning sessions as scheduled, Board & committee meetings in addition to Chamber events)
- Contributions towards Board prize packages (2x/year)
- Be aware of, and abstain from, any conflict of interest

***MAJOR DUTIES***

- Govern the Chamber of Commerce through an understanding of the broad policies developed by the Board, and the Chamber's constitution and by-laws
- Establish overall long and short term goals, objectives and priorities for the Chamber of Commerce in meeting the needs of the business community
- Recommend policy to the Board; offer suggestions to change current policies where outdated
- Be informed of the services provided by the Chamber of Commerce and publicly support them
- Promote the Chamber of Commerce membership through community networking, etc.
- Monitor and evaluate the effectiveness of the Chamber of Commerce through a regular review of programs and services
- Represent the membership by bringing forward concerns of the business community
- Recruit members to participate on committees and seek nomination
- Prepare for and participate in the discussions and the deliberations of the Board
- Foster a positive working relationship with other Board members and the Chamber of Commerce staff

**NOMINEE'S ACCEPTANCE FORM**

I, \_\_\_\_\_ hereby acknowledge I have read and understand the responsibilities of a Director and signify my acceptance of the nomination and willingness to serve, if elected, in the capacity of Director of the Belleville Chamber of Commerce for the 2024 term.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

***NOMINATIONS MUST BE RECEIVED BY NOON, April 16, 2024***