CENTRAL YORK
CHAMBER OF COMMERCE
*Leading Business in Newmarket & East Gwillimbury*

# Board of Directors Position
# Description and Expectations

**Purpose**

To advise, govern, and provide direction to ensure, strong membership development, sponsorship and the growth of the chamber in general while upholding all By-Laws and policy requirements of the organization.

**Major Responsibilities**

- An understanding and knowledge of a director's fiduciary[1] responsibilities for the Central York Chamber of Commerce.
- Adoption and oversight of the annual budget.
- Review and approve annual business plan.
- Attend monthly board meetings and be prepared to discuss and contribute during these meetings and contribute to the decision-making process.
- Act as a community leader to help build awareness and support for all programs and projects.

**Length of Term**

Directors shall serve two-year terms and may be re-elected for a maximum of three consecutive terms. A Director may move into an Executive Officer role at any time during their tenure and may serve up to three additional consecutive terms in an Executive Officer role. The Past Chair position is not elected.

**Meetings and Time Commitments**

- The Board of Directors meet monthly on the 3rd Wednesday of the month from 8:30 am until 10:00 am at the Chamber offices (currently offering a hybrid option) except for the August and December board meetings which are at 4pm; where necessary.
- Each board member will be expected to take the time to read and analyze all information made available through the board package which is emailed a week prior to each meeting.
- Attend assigned committee meetings as a Board Liaison

**Board Member Expectations**

- Act with integrity, honesty and professionalism while maintaining high ethical standards.
- Declare all actual, potential or perceived conflicts of interest.
- Obtain their employer's support, where applicable, to attend required meetings and events.
- Act in the best interests of the Central York Chamber of Commerce, its members, staff and stakeholders.
- Attend, prepare for and actively participate in regular and special meetings, Chamber events and other activities.
- Remain aware of community opportunities and concerns that align with the Chamber's vision, mission, objectives and programs.

- Serve as an ambassador by promoting the Chamber and its work throughout the community. Understand and comply with the Chamber's policies, procedures and By-Laws.
- Exercise independent judgment and make informed decisions that support the Chamber's objectives.

**Eligibility for the Board of Directors**

To be eligible for election and to serve as a director of the Central York Chamber of Commerce, an individual must:

- Be at least 18 years of age.
- Be a resident of Canada.
- Not be an undischarged bankrupt.
- Be a principal, shareholder or employee of a business, service organization or community organization serving the Town of Newmarket and/or the Town of East Gwillimbury.
- Be, and remain, a member in good standing throughout their term of office.

[1] *Fiduciary Definition: An individual in whom another has placed the utmost trust and confidence to manage and protect property or money. The relationship wherein one person has an obligation to act for another's benefit Reference: http://legal-dictionary.thefreedictionary.com/fiduciary+duty*