

# Position Description – Member of Board of Directors



The Halifax Chamber of Commerce is a best-practice, business advocacy organization that continuously strives to make Halifax an even more attractive city in which to live, work and play. Together the almost 2,000 member businesses and their over 93,000 employees, act as a single powerful voice through the Chamber to promote local business interests.

## POSITION SUMMARY:

The Board of Directors advises, governs, oversees policy and direction, and assists with the leadership and general promotion of the Halifax Chamber of Commerce so as to support the organization's mission and needs.

## RESPONSIBILITY:

The Board of Directors governs the affairs and business of the Halifax Chamber of Commerce. As a member of the Board, a Director acts in a position of trust for the Board and the organization and is responsible for the effective governance of the organization. Directors are expected to adhere to the key stewardship responsibilities outlined in the Halifax Chamber of Commerce Board Charter and Bylaws.

## GENERAL DUTIES:

1. Commitment to the work and prosperity of the Chamber.
2. Clarify and sustain the Chamber's vision, mission, and values.
3. Knowledgeable of the contents of the Chamber's charters, policies and bylaws.
4. Responsible for safeguarding the good name and values that the Halifax Chamber of Commerce represents.
5. Represents the Board with Chamber members and other stakeholders.
6. Willing to serve on a Board Committee.
7. Commits time to review Board packages before meetings.
8. Regular attendance at all Board meetings, where possible.
9. Attendance at Annual General Meeting.
10. Support of and attendance at Chamber events (including annual off-site meeting).

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### POSITION REQUIREMENTS:

#### **Competencies**

- Knowledge and skills in one or more of the competency areas identified for Board Members.
- Understanding of group dynamics and skills in managing interpersonal relationships.

#### **Experience**

- Previous Board experience is desirable.

#### **Other**

- Proposed time commitment of approximately 5-10 hours per month may be reasonably expected for Directors (includes preparation for and attendance at Board/Board Committee meetings and Chamber events).

### EVALUATION, TERM, REVIEW and APPROVAL:

**Evaluation:** The effectiveness of the Board of Directors will be evaluated annually using the Board survey tool.

**Term:** Members of the Board can be elected and/or appointed by the Board of Directors on the recommendation of the Human Resources and Governance Committee. Board Directors serve for a two-year term and may be elected for a maximum of two consecutive two-year terms, subject to meeting the requirements outlined in the Chamber Bylaws.

#### **Review and Approval Date:**

I have read the position description and will do my best to fulfill the duties described herein.

**Board Member Signature** \_\_\_\_\_

**Date** \_\_\_\_\_