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## NOTICE

The Clareville Area Chamber of Commerce is now accepting nominations for its Board of Directors, 2012.

Deadline for Nominations is **Friday, February 10<sup>th</sup>, 2012.**

The AGM is scheduled for **Wednesday, February 22<sup>th</sup>, 2012.**

The nomination form is attached along with a listing of duties and commitment expectations.

Each director will be required to sit on one of the following sub-committees:

- ⌘ Finance
- ⌘ Membership Development/Public Relations
- ⌘ Profit/Fundraising
- ⌘ Business Development
- ⌘ Events

If you are interested or would like to know more about these positions, please call Ina Marsh, Office Manager at 466-5800 or [info@clarevilleareachamber.net](mailto:info@clarevilleareachamber.net)



**Nomination Application for the  
Clareville Area Chamber of Commerce Board of Directors**

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All nominees must complete this form and mail or FAX it to the Clareville Area Chamber of Commerce by February 10<sup>th</sup>, 2012.

The election will take place at the Annual General Meeting on February 22nd with the candidates taking office immediately.

**I. NOMINEE IDENTIFICATION**

Your Name \_\_\_\_\_ Are you a member? \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

I have reviewed the Clareville Area Chamber of Commerce constitution and bylaws regarding service on the Board of Directors board. I agree to the purpose, mission and goals of the Clareville Area Chamber of Commerce and understand the requirements and protocol of board service. If elected, I shall fulfill the expectations of the Clareville Area Chamber of Commerce members to my best ability. I (and/or my employer) will support the time, travel, and minimal travel expenses to fulfill the expectations of the Clareville Area Chamber of Commerce board members.

Nominee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit this document by mail or fax by February 10<sup>th</sup>, 2011 to:

Ina Marsh  
Office Manager  
Clareville Area Chamber of Commerce  
292A Memorial Dr.  
Clareville, NL A5A 1P1  
Email: [info@clarevilleareachamber.net](mailto:info@clarevilleareachamber.net)  
Phone: 709-466-5800  
Fax 709-466-5803

## Comments Regarding Service on the Clarenville Area Chamber of Commerce Board of Directors

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Being selected by your peers to serve on the Board of Directors is both an honor and a tribute to you as a highly respected leader in your profession. Membership on the board also carries with it a broad range of responsibilities. There is always a price to pay for leadership and the Clarenville Area Chamber of Commerce is no exception.

While the only mandatory requirement of a board member is to attend the board and committee meetings, members need to be aware that much more is expected of them as Chamber leaders. The following will give you insight into involvement and service on the Board, should you be nominated and elected to serve.

### **Meeting Attendance**

Dates for the year are established at the beginning of the calendar year. Board members are expected to attend all regular board meetings (first Wednesday of every month with the exception of July and August) and most primary member events (e.g., general membership dinners).

### **Board Liaison/Sub-Committee Duties**

A crucial element of the Chamber's governance system is the board liaison. The Chairman assigns each board member to one committee liaison role. As one of the members of the various sub-committees you are a critical element of committee operations. You are expected to attend sub-committee meetings as possible and participate fully. You will provide an update to the board at regular board meetings.

### **Leadership Expectations**

- Board members are selected from the Chamber's Membership Businesses and Professional Individuals only.
- Board members must be qualified, informed and experienced representatives that exemplify the highest standards of professional ethics, volunteerism, and commitment to the Chamber movement.
- Board members are fiduciary agents for the Chamber's operations and finances.
- Board members are expected to take an active role in all member activities and attend as many meetings as feasible.
- Board members are expected to fulfill their liaison assignments to one sub-committee.
- Board members are expected to engage, participate and contribute to discussions and debates. They should volunteer for special assignments as needed.
- Board members should be *strategic thinkers* and look at the "big picture" of the Chamber's vision, mission, and strategic initiatives, free of "private agendas." They should not be overly consumed and interested in administrative procedures and details.