



# NOMINATION FORM

## Board of Directors

### 2024

The Edmonton Chamber of Commerce is gearing up for 2024 by launching the nominations and elections process for its Board of Directors. The Governance and Nominating Committee has identified **two vacancies – in either a large business (51+ employees) or a medium business (11 to 50 employees)** and are now accepting nominations.

Chamber members are invited to submit nominations for Board vacancies to the Chamber offices; nominations will be accepted until December 8, 2023. **Each submission requires that at least five members in good standing support the nomination.**

If more than one nomination for each vacancy is received, the Nominating Committee will send out the ballots to the membership. Regardless of business size, the designated representative of each member company is eligible to vote for the slate of candidates. The ballot, which contains biographical information on each candidate, will be available online and can be submitted online or by mail. It must be received at the Chamber office no later than **December 15, 2023.**

#### Edmonton Chamber of Commerce – Board of Directors Role Description

##### Eligibility Criteria

You must be an Edmonton Chamber member for a minimum of two years and in good standing; be a business owner or senior representative of a business located in the Edmonton Metropolitan Region; experience in the preferred industry/sectors identified; have had volunteer involvement with the Edmonton Chamber or another Chamber of Commerce, Board of Trade or business organization; have high ethical standards and integrity; and be nominated by five Chamber members in good standing.

##### Responsibilities of the Board

Together with other members of the Board, acting as a whole and speaking with one voice, the Board of Directors is responsible for the stewardship of the Edmonton Chamber of Commerce and oversight of the management of the organization. This Board is accountable to the membership and to those that provide funds for the operation of the organization. They are also responsible for determining the vision, mission and strategic direction and for monitoring organizational performance of the President & CEO.

##### Minimum Role Requirements

Every board member must demonstrate the following qualities: an interest in the Chamber's goals; a willingness to expand knowledge of board responsibilities through orientation and ongoing education, and a willingness to represent the Chamber in the community.

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#### Nomination Form

Yes, I have read the role description and understand my responsibilities as a Board member of the Edmonton Chamber of Commerce. Yes, I am interested in being considered for the Board.

Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

**NB – Please attach a brief biography of yourself and a separate list of five (5) nominators who are members in good standing. Information on each nominator must include their name, business, and telephone number.**

Email to: Karin Teubert kteubert@edmontonchamber.com

Or mail to: Governance and Nominating Committee, Edmonton Chamber of Commerce  
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Edmonton, Alberta T5J 1P7