



Mandate

Executive Committee

Group: *Executive Committee*

Responsible To: Board of Directors

Mandate: Executive Members of the Kelowna Chamber of Commerce shall perform functions and duties as directed by the President and the Board as well as providing support and advice to the President and chairing various committees and task forces as requested by the Board.

In addition, he/she shall fulfill the duties as an Executive member as outlined in the job description for the position.

Responsibilities:

- Recognizing that the Chamber President or CEO are the spokespersons for the Kelowna Chamber of Commerce, all media and public comment will be deferred to them Report actions/decisions back to the Board of Directors at the first Board meeting after actions/decisions taken. The Board of Directors may then approve or reverse Committee decisions except when circumstances make this impossible.
- Ensure staff implements policy decisions appropriately through monitoring and reporting mechanisms.
- Ensure there is an annual strategic plan in place addressing the short-term and long-term objectives of the Chamber.
- Recommend approval of certain financial expenditures as required to the Board. In cooperation with Chamber staff, open and maintain communications with the local MLA Caucus, Cabinet Ministers, and the Premier to provide non political feedback from business.
- Identify and develop strategic alliances with other like-minded organizations for the purpose of promoting approved policy positions, coordinating efforts and formulating common objectives.
utilize the Board of Directors Competency Matrix.
- Monitor the Executive Director's compliance of policies; ensure the Executive Director's annual performance review and recommend action for any Executive Director's salary changes are made. (is this not the Exec. committee

Expectations Of Members:

- General knowledge of the Kelowna Chamber of Commerce.
- Familiarity with the views, concerns and needs of members.
- Interest, expertise and/or knowledge of issue that impact the community.
- Commitment to the work on behalf of the membership of the Chamber.
- Commitment to attend scheduled meetings as outlined in the Bylaws.
- Ability to lead discussion and debate regarding issues brought before the Board and Executive.
- Carefully reviewing recommendations brought forward by other members or staff, and any material circulated in advance of meetings.

Composition:

The Executive Committee shall be comprised of six members of the Board of Directors. This shall consist of the President, the immediate Past-President, and four Vice Presidents as elected by the Board of Directors.

Elected Executive Committee members shall serve a one year term immediately following their election.

Job Description

Kelowna Chamber of Commerce

POSITION: **Executive Member**

Reports To: Board of Directors

Duties and Responsibilities:

Executive Members of the Kelowna Chamber of Commerce shall perform functions and duties as directed by the president and the Board as well as providing support and advice to the President and chairing various committees and task forces as requested by the Board. In addition, he/she shall fulfill the duties as an Executive member as outlined in the job description for the position.

The Executive Members roles and responsibilities include all of those listed below for the Directors as well as the following additional responsibilities:

- Report actions/decisions back to the Board of Directors at the first Board meeting after actions/decisions taken. The Board of Directors may then approve or reverse Committee decisions except when circumstances make this impossible.
- Ensure staff implements policy decisions appropriately through monitoring and reporting mechanisms.

- Ensure there is an annual strategic plan in place addressing the short-term and long-term objectives of the Chamber.
- Any financial expenditure approved by the Executive Committee shall require the approval of the Board Directors.
- As per Section 26 of the Kelowna Chamber Bylaws, attendance at Board meetings is considered mandatory for all members of the Board. Where a member is absent from three meetings of the Board, the Board may, at any meeting thereof, elect a member of the Chamber to be a member of this Board, in place of the member who was absent.
- As per Section 28 of the Kelowna Chamber Bylaws, any Executive or Board member may be suspended from his/her office or have his/her tenure of office terminated, if in the opinion of the Board, he/she is grossly negligent in the performance of his/her duties, providing however, that any Executive or Board member so suspended or whose tenure of office has been terminated, shall be at liberty to appeal the decision of the Board directly to the membership at the next general meeting.

As a member of the Board of Directors, the Executive Member will:

- a. Be a member in good standing of the Kelowna Chamber of Commerce.
- b. Represent the views of their industry and the membership at large.
- c. Be familiar with the mission, vision and objectives of the Board.
- d. Be aware of the requirements of internal governance of the chamber.
- e. Ensure adherence to the Board Bylaws in all matters and maintain the best interest of the association.
- f. In cooperation with the Board of Directors and staff, develop current and long – term goals and objectives of the organization.
- g. Attend as many meetings as possible, in accordance with the Bylaws of the Chamber.
- h. Be well-informed, review information provided in advance of meetings, and be prepared to discuss and vote on issues at meetings.
- i. Establish the policies and goals of the Board within the scope of authority mandated by the Board.
- j. Disclose any conflict of interest.
- k. Be aware of liability issues.
- l. Commit to aid in membership growth and retention encouraging business associates and colleagues to join the Chamber.
- m. Maintain an external focus and contribute to increasing the Board visibility.
- n. Help to bring additional resources and expertise to the Board where required.
- o. Support the President in matters of discipline of the Board of Directors.
- p. Support the Board or Directors' final decision on Chamber matters and maintain Executive solidarity by speaking with one voice.
- q. If you are unable to support a decision of the Board of Directors', and believe it necessary to speak out publicly, you are expected to resign your position on the Board.

Experience And Knowledge:

- General knowledge of the Kelowna Chamber of Commerce.
- Familiarity with the views, concerns and needs of members.
- Interest, expertise and/or knowledge of issue that impact the community.
- Commitment to the work on behalf of the membership of the Chamber.
- Commitment to attend scheduled meetings as outlined in the Bylaws.

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