



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

### **Purpose**

The Hamilton Chamber Board of Directors provides strategic leadership and governance to advance Hamilton as Canada's foremost business community for innovation, investment, and quality of life. Aligned with the 2025–2027 Strategic Plan, Directors help deliver on four pillars:

- Member Success – connecting members to time, people, money, and community.
- Community & Leadership – fostering collaboration, inclusion, and civic engagement.
- Championing a Competitive Growth Environment – shaping policy and investment for business success.
- Operational Excellence – ensuring modern, transparent, and high-performing governance.

### **Responsibilities – Board-level:**

- Establish and oversee the Chamber's vision, mission, and strategy.
- Ensure sound governance, financial accountability, and risk oversight.
- Appoint, support, and evaluate the President & CEO.
- Approve advocacy and policy priorities that advance Hamilton's economy.
- Represent the Chamber publicly and build community and government relationships.

### **Responsibilities – Individual Directors:**

- Act in the best interests of the Chamber and its members.
- Prepare for and attend four Board meetings per year plus the annual strategy session.
- Serve as ambassadors, promoting Chamber programs and events.
- Declare conflicts, maintain confidentiality, and uphold integrity.
- Participate in orientation and ongoing governance education.

### **Term & Eligibility**

- Directors are elected at the AGM in March and assume office immediately.
- Elected for a two-year term, renewable once (maximum four years).
- Must be a Member in good standing or representative of a Member organization.
- Directors serving as Chair, Vice Chair, or Past Chair may extend service per by-laws.

### **Commitment**

Approx. 5–7 hours per quarter, including: 4 regular board meetings + 1 strategy retreat, participation in a Chamber committee & attendance at major events such as the AGM, Mayor's Breakfast, and Bay Area Economic Summit.

### **Diversity & Inclusion**

The Chamber is committed to a Board that reflects Hamilton's diversity across sectors, backgrounds, and lived experiences. We encourage nominations from equity-deserving communities, including those identifying by gender, age, race, ethnicity, ability, or sexual orientation.

### **Ambassadorship & Conduct**

Directors champion the Chamber's mission, strengthen membership engagement, and model the Chamber's values of integrity, respect, and accountability.

All Directors are bound by the Chamber's By-laws, Board Policy Manual, and Code of Conduct.