

Subject: Fort Macleod & District Chamber of Commerce Board of Directors Nomination

Thank you for putting your name forward as a candidate for the Board of Directors of the Fort Macleod & District Chamber of Commerce.

### **Overview**

The application process includes several steps starting with presenting a completed Board of Directors Expression of Interest form to the Nominating and Governance Committee. If this nomination is approved by this committee, it will be presented to the Board of Directors in February for approval. Once approved, the candidate will be included on a slate of nominees for final approval by voting members during the Annual General Meeting in March.

### **Step 1.**

The Board of Directors Expression of Interest form is attached. Once completed please return it to me.

The information on this form provides details to the Nominating and Governance Committee that will help them assess each candidacy on merit and against various criteria in order to ensure our board is comprised of talented and dedicated directors with a diverse mix of expertise, experience, skills and backgrounds. Also included is the Code of Conduct for directors that also requires your signature before proceeding.

### **Step 2.**

It is appreciated if you would also provide a short bio including a picture of yourself to present to the Board of Directors as the second step in the process noted above.

### **Step 3.**

Our Annual General Meeting takes place in Fort Macleod, Alberta, on March 19, 2026 at the REO Hall located at 470 17 street. Onboarding of new directors will take place during the AGM.

In the meantime, we encourage you to familiarize yourself with the Fort Macleod & District Chamber of Commerce. In my role as Chairman of the nominating and governance committee, I will continue to keep you updated as the process moves forward and will be providing assistance with your transition onto the Board of Directors.

If you have any questions, please feel free to contact me at: [fmchamber1888@gmail.com](mailto:fmchamber1888@gmail.com).

*Mike Bourassa*

*Chairman, Nominating and Governance Committee*



## Board of Directors Expression of Interest Form

Thank you for your interest in serving on the Fort Macleod and District Chamber of Commerce's Board of Directors.

In order to formally initiate the nomination process:

1. Please answer the questions below.
2. Sign and date the Fort Macleod and District Chamber of Commerce's Code of Conduct
3. Return all completed documents to **Mike Bourassa at [fmchamber1888@gmail.com](mailto:fmchamber1888@gmail.com)**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Position: \_\_\_\_\_ Years in this position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. What interests you most about the Fort Macleod Chamber of Commerce?
2. How many hours per month can you commit to the Fort Macleod Chamber?
3. Provide an example of how you have helped another organization develop and/or implement its strategic plan.
4. List other volunteer positions held or other organizations with which you have been involved.
5. Who has nominated you?

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Fort Macleod and District Chamber of Commerce

## Code of Conduct

All directors of the Fort Macleod and District Chamber of Commerce shall maintain the highest standard of conduct, act with fairness, integrity and dignity and in a manner not detrimental to the interest of the public or to the Fort Macleod and District Chamber.

Generally, directors should be guided by the following rules and principles of business conduct, which shall serve as an ethical guideline for making business decisions on behalf of the Fort Macleod and District Chamber of Commerce .

All directors shall:

- Support the objectives and uphold the reputation of the Fort Macleod and District Chamber of Commerce;
- Abide by the laws, rules and regulations of Alberta and Canada ;
- Foster a safe working environment, free from discrimination, harassment or abuse;
- Respect confidentiality obligations and privacy policies regarding personal/non-public information for all contacts;
- Conduct all business transactions in a fair and open manner;
- Maintain a non-partisan approach when acting on behalf of the Fort Macleod and District Chamber of Commerce;
- Protect the assets (information, office equipment, supplies, facilities and services) of the Fort Macleod and District Chamber of Commerce and members;
- Not accept payments or gifts, other than those given in the spirit of business courtesy;
- Avoid situations where personal interests could conflict with duties and responsibilities or the interest of the Fort Macleod and District Chamber of Commerce as a whole or the perception of such a conflict of interest;
- Be honest and truthful in all business dealings; and
- Ensure the integrity of all books and records.

This code of conduct is supplemented by the Fort Macleod and District Chamber's governance policies of the board of directors. The following is a summary:

It is expected that all directors of the Fort Macleod & District Chamber (the "directors"):

- Are representatives of corporate members in good standing, with the exception of board officers and nominees as described in the bylaws;
- Represent the views of their industry and region;
- Bring valuable expertise and experience;
- Are familiar and agree with the mission, vision, and objectives of the Fort Macleod and District Chamber;
- Act in the best interest of the Fort Macleod and District Chamber to the best of their ability;
- Are well-informed and make every effort to attend all meetings of the board;
- Participate in the activities of the board's committees and task forces;
- Establish and assess the policies and goals of the Fort Macleod and District Chamber;
- Disclose conflicts of interest;
- Act within the scope of authority mandated by the Fort Macleod and District Chamber;
- Are aware of corporate liability issues;
- Uphold the expense policies of the Fort Macleod and District Chamber; and
- Actively involved in recruiting and retaining members on the advice and assistance of staff.

I am willing to work with the board of directors within the above noted code of conduct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_