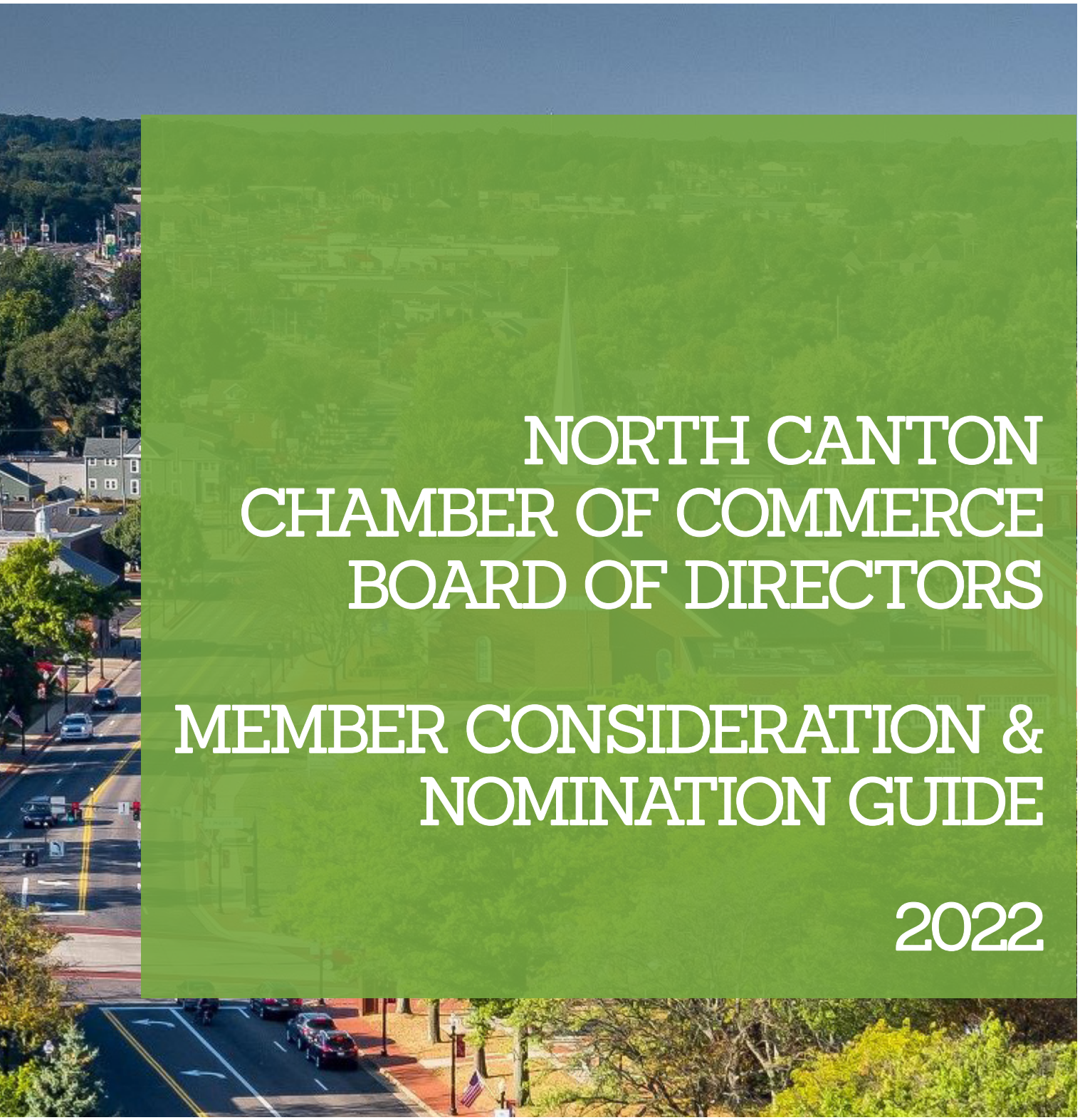

NORTH CANTON CHAMBER OF COMMERCE BOARD OF DIRECTORS

MEMBER CONSIDERATION & NOMINATION GUIDE

2022

COLLABORATING, FACILITATING, AND ADVOCATING FOR OUR MEMBERS AND COMMUNITY.

NORTHCANTONCHAMBER.ORG

60 years of community service
NORTH CANTON
area chamber of commerce

A TEAM IS NOT A GROUP OF PEOPLE WHO WORK TOGETHER. A TEAM IS A GROUP OF PEOPLE WHO TRUST EACH OTHER.

-SIMON SINEK

MISSION STATEMENT:
TO DEVELOP, ENHANCE AND REPRESENT BUSINESS, STIMULATE COMMUNITY LEADERSHIP AND PROMOTE ECONOMIC GROWTH.

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ABOUT US

Since 1959, the North Canton Area Chamber of Commerce has been the leading business organization in our area, collaborating, facilitating and advocating for our members and community. We're dedicated to promoting development, retention and expansion of local business while also devoting significant time and resources to community programs and projects.

It is understood as a member of the Board of Directors of the North Canton Area Chamber of Commerce (NCCC),
I have a legal and ethical responsibility to act in the best interest of the organization and to help the organization perform high quality work in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

The North Canton Board of Directors Mission Statement: :
To develop, enhance and represent business, stimulate community leadership and promote economic growth.

As a member of the North Canton Chamber of Commerce Board, there are basic expectatione from the board as as one of the directors. The board believe a director sees organization's work and values what the board offers the community. The directors represent the organization, and act as an advocate of the North Canton Chamber of Commerce. In turn, directors will seek to relay constituencies' needs and values to the organization, speak for their interests where appropriate, on their behalf, and hold the organization accountable. Driectors are expected to utilize their best efforts to attend at least 75% of board meetings.as well as serve on a minimum one special event committee. Also, directors are expected to attempt to attend and represent the NCCC at approximately (12) events per year in addition to the regularly scheduled board meetings which include networking events, fundraising, business after hours, etc. Contributions to the NCCC; whether in the nature of time spent on NCCC business, financial support in the form of contributions to the NCCC, fostering new and renewed business for the NCCC, or a combination of any of the above is an expectation of director

Mission Statement

To develop, enhance and representbusiness,stimulate community leadership and promote economic growth.

as well. Directors will abstain from discussions and votes where is a conflict of interest. and directors will stay informed about what is going on in the organization. The board expects directos to ask questions and request information, showing participation in and taking esponsibility for making decisions on issues, policies, and other matters. Please note we do not want an directory to stay silent; please feel comfortable to ask questions or raise concerns. Directors will work in good faith with staff and other board members as a mentor and partner toward the achievement of the boards' goals. If a director does not fulfill these commitments to the organization, expect the board chair to contact you and discuss these responsibilities. Just as these expectations are what the board has for each driector, directors can also have expectations of the board.

The organization will be responsible to each director in the following ways:. In advance of board meetings, a director will be sent monthly financial reports, information about items requiring a vote, and an update of organizational activities (the Friday prior to a Thursday board meeting, or six days in advance) to allow time to review the documents, consider or request additional information prior to the meeting.

Opportunities will be offered to directors to discuss with the Chamber president and the board chair the organization's programs, goals, activities, and status; Additionally, directos can request such opportunities. The organization will help directors perform duties by keeping them informed about issues in the city of North Canton and chambers of commerce nationally and will offer me opportunities for professional development as a board member. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with directors toward achievement of goals. If the organization does not fulfill its commitments to any director, they can call on the board chair to discuss the organization's responsibilities.

> Just as the Board of Directors has expectations of their board members, the directors can also expect transparency and help from the board.

OUR MEMBERSHIP

North Canton Chamber of Commerce business community of over 480 members.

Our membership business can be categorized in one of 40 existing categories. From accounting to advertising to florists, bakers, salons, doctors and everything in between, the North Canton Chamber of Commerce membership has something for everyone and is open to growing its diversity of business even more!

Relationships are priority with the North Canton Chamber of Commerce. Any reputable person, sole-proprietor, association, corporation, partnership or estate with a vested interest in the North Canton area shall be eligible for membership in the North Canton Area Chamber of Commerce. The North Canton Chamber of Commerce by-laws are included at the end of this guide, to famiiliarize yourself with the regulations of membership.

Chamber membership has many benefits...

from networking and education opportunities to participation in cost-saving programs and events designed for bottom-line growth, all while being connected to the community. Membership investment starts at $115 for an individual or non-profit organization and $175 for a business, increasing incrementally depending on the number of employees. Your membership not only helps your business or organization...it helps the Chamber continue its mission of serving our community in a variety of ways. Please refer to the following links for important membership information, applications, directories and more.

Chamber Directory Online

Our membership directory is accessible from our **website.**

Contact Us

Feel free to contact us with any questions from our website contact form.

Our Location

We are located on Main Street in North Canton and this map will help you locate us.

Chamber Membership Application

Feel free to share our application with any potential members for the chamber.

2021 Online Directory

Review many of our members highlighted in the **Online Directory.**

Events

Review our latest events to familarize yourself with the opportunities to engage with the board and community.

BOARD IN NUMBERS

15
DIRECTORS

2
STAFF

5
OPEN POSITIONS

DIRECTOR'S TERM:

The Board of Directors shall be composed of not more than 20 members elected for a term, and in the manner, set forth below. In addition, people in the following capacity may be ex-officio members of the Board with voting rights unless otherwise indicated:

- The President of the Chamber (voice but no vote)

- The immediate Past Chair of the Board of Directors, if that person is not otherwise a member (voice but no vote)

- A representative of the City of North Canton, to be designated by the Board, and, A person representing an organization the Board of Directors feels should have input.

STAFF MEMBERS:

Staff members consist of the Chamber President and the Office Manager, who do not vote during Chamber meetings.

POTENTIAL DIRECTORS:

Each Member of the Board of Directors shall serve a term of 3 years.

The Board shall make every effort to appoint 5 people each year to ensure a rotation of Board members.

No Board member shall serve more than 2 consecutive terms.

In the event that a vacancy occurs on the Board of Directors, the remaining Board members may designate an individual to fill the Member's unexpired term. In that event the new member will be eligible to serve their own, two-term limited, time of service following the expiration of the replaced member's term.

All newly elected Board members shall be installed and seated at the first meeting of the Board of Directors of the calendar year.

DOWNLOAD

The link list below offers the pdf documents or online forms to complete your interest in a director position on our board.

FLEXIBLE TIME

Our board may have many expectations but the board is also extremely flexible with your personal and professional responsibilities.

Our Board of Directors consists of local leaders who strive to represent North Canton and the community with pride. The monthly meetings offer opportunities to discuss ideas to engage our businesses and neighbors and strengthen the membership benefits and opportunities.

Current

BY-LAWS

Please be sure to review the By-Laws included in this guide

Online

APPLICATION

Complete either the PDF form in this guide and include a recent resume. or email your completed nomination form and resume to Keri Burick at president@north-cantonchamber.org

Board Member

AGREEMENT

In addition to completing the Nomination Application, please read, sign and submit the Board Member Agreement included in this guide and email it to Chamber President, Keri Burick at president@northcantonchamber.org

North Canton Area Chamber of Commerce

By-Laws

ARTICLE I-GENERAL

Section 1. Name: The name of the organization shall be the "North Canton Area Chamber of Commerce".

Section 2. Mission: To develop. enhance and represent business, stimulate community leadership and promote economic growth.

Section 3. Office: The North Canton Area Chamber of Commerce is incorporated under the laws of the State of Ohio and its principal place of business shall be located within the City of North Canton, Ohio.

Section 4. Limitation: The North Canton Area Chamber of Commerce shall observe all local, state and federal laws which may apply to a non-profit organization as defined in section 501(c) (6) of the Internal Revenue Code.

ARTICLE II-MEMBERSHIP

Section 1. Eligibility: Any reputable person, sole-proprietor, association, corporation, partnership or estate with a vested interest in the North Canton area shall be eligible for membership in the North Canton Area Chamber of Commerce.

Section 2. Application: Any eligible party may make written application to the President in such form and manner as may be prescribed from time to time by the Board of Directors. An applicant shall become a Member of the Chamber upon approval of the President. On a regular basis the President shall present the list of new Members to the Board of Directors.

Section 3. Firm/Corporate: A firm, corporation, partnership, or estate that sponsors an active membership or more than (1) individual membership shall be designated a "Member Firm." One (1) individual member sponsored by each member Firm shall be identified as a "Designated Voting representative." A Member Firm may display evidence of their support for the Chamber at their places of business or via marketing materials, but all other privileges of membership, including the right to vote, are vested with the Designated Voting Representative. A Member Firm may request the transfer of active memberships sponsored by them to new individuals whose names may be presented to the Board of Directors for approval.

Section 4. Termination: A Party shall no longer be a Member upon the occurrence of any of the following events:

a) A member delivers a written request for resignation to the Board of Directors

b) Membership dues are not paid in a timely manner

ARTICLE III-GENERAL MEETINGS

Section 1. Annual: The Chamber shall hold a meeting of the full membership no less than once a year. Meetings may be held more often if so desired or if required by state of federal law. The time and location of the meeting shall be proscribed by the Board of Directors.

Section 2. Additional Meetings: Additional meetings of the full membership shall be held upon the occurrence if and when the Board of Directors votes to hold a meeting, as set forth hereunder.

Section 3. Notice: Notice of any meeting of the full membership shall be delivered to each member in the format that the President deems appropriate no less than 7 business days before the designated meeting time. Such notice shall include the time, date and location of the meeting as well as the name of the Designated Voting Representative for each Member Firm.

Section 4. Quorum: Quorum for a meeting for the full membership shall be 50 members.

ARTICLE IV-BOARD OF DIRECTORS

Section 1. Purpose: The governance and policy-making responsibilities of the Chamber shall be vested in the Board of Directors. These duties shall include control over real and personal property, Chamber employees, Chamber finances, membership, and general corporate governance.

Section 2. Composition: The Board of Directors shall be composed of not more than 20 members elected for a term, and in the manner, set forth below. In addition, people in the following capacity may be ex-officio members of the Board with voting rights unless otherwise indicated:

a) The President of the Chamber (voice but no vote)
b) The immediate Past Chair of the Board of Directors, if that person is not otherwise a member (voice but no vote)
c) A representative of the City of North Canton, to be designated by the Board, and,
d) A person representing an organization the Board of Directors feels should have input

Section 3. Term: Each Member of the Board of Directors shall serve a term of 3 years. The Board shall make every effort to appoint 5 people each year to ensure a rotation of Board members. No Board member shall serve more than 2 consecutive terms.

Section 4. Nomination and Election: No later than the first business day of the third week of September, the Chair of the Board of Directors shall appoint a Nominating Committee consisting of no less than 3 Chamber members. At that time, the President of the Chamber shall notify the

Chamber Membership that the Nominating Committee is selecting potential Board Members, providing the name and contact information of the Chair of the Nominating Committee, and requesting that suitable candidates be forwarded. After considering any suggestions sent by the Chamber Membership, the Nominating Committee shall present at least one nomination for each open board seat to the Board of Directors at its October meeting. Upon presentment, the Board shall accept or reject the nominations in the manner set forth herein below. In the event that a nomination is approved by the Board, notice of the election shall be sent to the full Chamber Membership in November with any comments, both pro and con, accepted by the President by November 30. At its December meeting the Board will approve the nominations unless information detrimental to the candidate has been proffered, investigated and found to be true. If that instance occurs the Board shall fill the open seat in the same manner as a vacancy, but with someone other than the party who has been removed.

Section 5. Attendance: It is expected that Directors make every attempt to attend Board meetings. In the event of frequent and unexcused absences the Chair and Executive Board reserve the right to discuss the situation with the Director and take such action as they deem necessary, including removal of the Director.

Section 6. Termination: An individual shall no longer be a Member of the Board of Directors upon the occurrence of any of the following events:

a) the individual delivers a written request for resignation to the Chair of the Board, or,
b) The Board of Directors votes to remove a Member in the manner set forth hereunder, or
c) The designated term of office has concluded

Section 7. Vacancy: In the event that a vacancy occurs on the Board of Directors, the remaining Board members may designate an individual to fill the Member's unexpired term. In that event the new member will be eligible to serve their own, two-term limited, time of service following the expiration of the replaced member's term.

Section 8. Installation: All newly elected Board members shall be installed and seated at the first meeting of the Board of Directors of the calendar year.

Section 9. Meetings: The Board of Directors shall convene a meeting upon any of the following occurrences:

a) The Chair of the Board of Directors calls a meeting of the Board, or,
b) No less than 5 Directors sign a writing calling for a meeting and the writing is presented to the Chair of the Board.

Section 10. Quorum: Quorum for a meeting of the Board of Directors shall be half the existing board plus one.

Section 11: Notice: Notice of any meeting of the Board of Directors shall be delivered to each Director in the format that the President deems appropriate no less than 3 business days before

the designated meeting time. Such notice shall include the time, date and location of the meeting. In the event of an emergency, this notice requirement can be waived by an action of the Board.

ARTICLE V-OFFICERS

Section 1. Officers: The officers of the Chamber shall be a Chair, a Vice-Chair and a Treasurer. The officers collectively shall constitute the Executive Committee of the Chamber.

Section 2. Election: At the first meeting of the Board of Directors of the calendar year, after the new Directors have been installed, the officers shall be elected by the Board in the manner set forth herein under.

Section 3. Term: Each officer shall serve a term of one year, beginning upon election and ending when their replacement has been installed. Officers shall be eligible to serve for more than one term as long as they remain a Director in good standing.

Section 4. Duties and Officers:

a) The Chair shall serve as the chief elected officer of the Chamber and shall preside at all meetings of Membership, Board of Directors and Executive Committee. The Chair shall designate committees, committee chairs, and select committee members.

b) The Vice-Chair shall exercise the powers and authority and perform the duties of the Chair in the absence or disability of the Chair.

c) The Treasurer shall be responsible for the safe-guarding of all funds received by the Chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board. The Treasurer shall provide a monthly Financial Report to the Board.

Section 5. Vacancy: In the event of a vacancy in the office of Chair, the Vice-Chair shall fill the office of Chair. In the event there is a vacancy in the office of any other officer the unexpired term of the officer shall be filled by action of the Board of Directors in the manner set forth herein under.

Section 6. Executive Committee: The Executive Committee shall act for, and on behalf of the Board of Directors when the Board is not in session. The Committee shall convene when called upon by the Chair.

ARTICLE VI-COMMITTEES

Section 1. Limitation of Authority: No action by any member, committee, employee, Director of Officer shall be binding upon, or constitute an expression of the policy of the Chamber, until such time as it is approved or ratified by the Board.

Section 2. Meetings: Each committee shall convene when called upon by the Chair of the Committee.

ARTICLE VII-POWERS

Section 1. Actions of the Chamber Membership: Actions of the Chamber Membership shall require a majority of the Members present at a sanctioned meeting called in the manner set forth hereinabove.

Section 2: Actions of the Board: Actions of the Board of Directors can be accomplished by a majority vote of the Directors present at a sanctioned meeting called in the manner set forth hereinabove. The following actions shall only be accomplished by an affirmative vote of 2/3rds of the voting Directors:

a) The appointment or removal of a Director.
b) The election or removal of an officer, or,
c) An Amendment to or replacement of these By-Laws.

Section 3. Method of Voting: Voting shall be permitted in whatever written or electronic form the Chair of the meeting deems appropriate.

Section 4. Method of Attendance: Attendance at any meeting set forth hereinabove shall be permitted via whatever electronic device the Chair of the meeting deems appropriate.

ARTICLE VIII-DISSOLUTION

The Chamber shall use its funds only to accomplish the objectives and purpose specified in these By-Laws, and no part of said funds shall be distributed to the members of the Chamber. On Dissolution of the Chamber, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organization to be selected by the Board of Directors. Dissolution would occur when decided upon by the Board of Directors and approved by 50% of the current membership.

ARTICLE IX-PROCEEDINGS

The By-Laws may be amended or altered by a 2/3rds vote of the serving Directors. Upon action the proposed amendments or alterations shall be submitted to the members in writing or electronic fashion for comment or approval within 30 days. Barring rejection by a quorum of 50 members the amendments and changes shall be considered approved.

NORTH CANTON AREA CHAMBER OF COMMERCE FINANCIAL POLICY

Section 1. Funds: All monies paid to the Chamber shall be placed in a general operating fund. Funds unused from the current year's budget will be placed in a reserve account when a sound financial position exists. If funds are available, the Chamber shall maintain a capital expenditure account and/or a savings account separate from the general operating account.

Section 2. Disbursements: Upon approval of the budget, the Chair and Executive Board members are authorized to make disbursements on accounts and expenses provided in the budget without additional approval of the Board of Directors. Disbursements shall be made by check or EFT (electronic funds transfer). On a monthly basis all disbursements are reviewed by the Treasurer. Checks are to be signed by the President in consult with the Treasurer. In the absence of the President the Office Manager is allowed to sign checks in consult with the Treasurer. Monies disbursed over an amount of two thousand dollars and not accounted for as a line item in the annual budget shall be approved in advance by the Executive Board.

Section 3. Fiscal Year: The fiscal year of the Chamber shall close on October 31.

Section 4. Budget: As soon as possible after the start of a new fiscal year the Board and officer shall adopt the budget for the coming year.

Section 5. Annual Audit: The accounts of the Chamber shall be audited annually as of the close of business on October 31. The audit shall at all times be available to Members of the organization within the offices of the Chamber.

Board Member Responsibilities:
North Canton Chamber of Commerce

Mission Statement:
To develop, enhance and represent business, stimulate community leadership and promote economic growth.

Time Commitment:
Board meetings are held monthly for usually (1) hour, typically in the morning during the work week. In addition, each board member is expected to serve on at least (1) committee that would generally monthly or seasonally for an hour. Board members are also asked to attend special events throughout the year.

Typical Board Member Responsibilities:
Ensure effective planning. Boards must actively participate in an overall strategic planning process and assist in implementing and monitoring the plan's goals.

Ensure adequate financial resources. One of the board's foremost responsibilities is to assist in securing adequate on-going financial resources for the organization to fulfill its mission.

Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.

Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

Build a competent board. All board members have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.

Hire, support and evaluate the executive director. The board should ensure that the executive director has the moral and professional support he or she needs to further the goals of the organization.

Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical norms.

Nomination Application:
North Canton Chamber of Commerce Board of Directors

Thank you for expressing an interest in service for the board of the North Canton Chamber of Commerce. Please complete the information below.

Name _____

Company _____

Title _____

Address _____

Business Phone _____ Cell _____

Email _____

Please check the following areas where your education and/or skills could contribute to boosting the North Canton Community and the NCCC board:
___ accounting ___ management ___ business development
___ investment strategies ___ marketing ___ special events
___ sponsorship/business development ___ education
___ community relations ___ public speaking ___ member recruitment
___ strategic planning ___ other (please specify) _____

Please respond to the following questions. You may respond handwritten on this application, or by attaching a typed version.

1. What can you most contribute to the North Canton Chamber of Commerce and the community?

2. Please identify your experience in community boards and/or local initiatives that demonstrate your leadership and partnership development (include experience in NCCC committee).

3. Why are you interested in a board position for the NCCC?

Please also include a recent resume with this application.

_____
Print Name Date

_____
Signature

Board Member Agreement:
North Canton Chamber of Commerce

Mission Statement: To develop, enhance and represent business, stimulate community leadership and promote economic growth.

I, _____ understand that as a member of the Board of Directors of the North Canton Area Chamber of Commerce (NCCC), I have a legal and ethical responsibility to act in the best interest of the organization and to help the organization perform high quality work in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will pass the organization's work and values on to the community, represent the organization, and act as an advocate.

2. In turn, I will seek to relay our constituencies' needs and values to the organization, speak for their interests where appropriate, on their behalf, and hold the organization accountable.

3. I will utilize my best efforts to attend at least 75% of board meetings.

4. I will serve on a minimum one special event committee.

5. I will attempt to attend and represent the NCCC at approximately (12) events per year in addition to the regularly scheduled board meetings (networking events, fundraising, business after hours, etc.).

6. I will provide contributions to the NCCC; whether in the nature of time spent on NCCC business, financial support in the form of contributions to the NCCC, fostering new and renewed business for the NCCC, or a combination of any of the above.

7. I will abstain from discussions and votes where I have a conflict of interest.

8. I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.

9. I will work in good faith with staff and other board members as a mentor and partners toward the achievement of our goals.

10. If I don't fulfill these commitments to the organization, I will expect the board chair to call me and discuss these responsibilities with me.

In turn, the organization will be responsible to me in the following ways:

1. In advance of board meetings, I will be sent monthly financial reports, information about items requiring a vote, and an update of organizational activities (the Friday prior to a Thursday board meeting, or six days in advance) to allow me time to review the documents, consider or request additional information prior to the meeting.

2. Opportunities will be offered to me to discuss with the Chamber president and the board chair the organization's programs, goals, activities, and status; additionally, I can request such opportunities.

3. The organization will help me perform my duties by keeping me informed about issues in the city of North Canton and chambers of commerce nationally and will offer me opportunities for professional development as a board member.

4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and staff will work in good faith with me toward achievement of our goals.

5. If the organization does not fulfill its commitments to me, I can call on the board chair to discuss the organization's responsibilities to me.

Signed: _____

Print Name: _____Date _____

Board Member

Signed: _____

Print Name: _____Date _____

Chair, Board of Directors

North Canton Chamber of Commerce

Updated 07/23/19

60 years of community service
NORTH CANTON
area chamber of commerce

North Canton Chamber of Commerce

121 S. Main Street North Canton, OH 44720

P: (330) 499-5100 F: (330) 499-7181

northcantonchamber.org