



CALEDON WOMEN IN BUSINESS - COMMITTEE NOMINATIONS

If you care about supporting business in Caledon and in particular Women in Business...if you know how to get things done...if you have energy and ideas...if you see a problem and believe you can help create a solution...you should be a member of the Caledon Women in Business Committee!

The Caledon Chamber of Commerce is inviting nominations for the July 2010 - June 2011 CWIB Committee.

Who are the Committee Members?

Members are people like you, Caledon Chamber of Commerce members, who have a keen interest in creating a welcoming business climate for Women in Business in and around the Caledon area.

What do CWIB Committee Members do?

They offer leadership, focus and direction for the CWIB members at large through the organization of events and programs.

Where, when and how often do they meet?

The CWIB Committee team meets once a month on the second Tuesday at 11:00 am for approximately one hour (either in person or via teleconference) and actively participates in the programs organized by the committee.



If you are a member in good standing of the Caledon Chamber of Commerce and would like to put a name forward to serve on the 2010/2011 CWIB Committee for the Caledon Chamber of Commerce, kindly complete and submit this form **no later than July 31, 2010**:

_____	_____
Please Print	Name of Nominee
_____	_____
	Title
_____	_____
	Company
_____	_____
	Telephone

We, the undersigned, nominate the person signed above as a candidate for election/appointment to the CWIB Committee for the Caledon Chamber of Commerce for the term commencing July 1, 2010 and **duly endorsed by the 2 separate Chamber members in good standing** (below). All decisions of the CWIB Committee will be ratified at the September 2010 AGM.

(1) Company & Name of Nominator

Signature of Nominator

(2) Company & Name of Nominator

Signature of Nominator



CALEDON WOMEN IN BUSINESS

Terms of Reference

JULY 2010

1. TITLE

The name of the committee shall be Caledon Women in Business (CWIB for short).

2. VISION STATEMENT

Caledon Women in Business is committed to advancing the business success of local area women by providing a forum for networking, support, inspiration, education and celebration.

3. PURPOSE/MANDATE

3.1 To act as a non-dues revenue of the Caledon Chamber of Commerce

3.2 To promote economic opportunities between Women in Caledon and area through networking, education and communications using formal and informal programs.

3.3 Activities are to focus on nurturing, empowering, inspiring and energizing in a safe and constructive environment.

4. COMMITTEE MEMBERSHIP

4.1 The committee shall consist of a maximum of 10 members consisting of women in business who are members in good standing with the Caledon Chamber of Commerce.

4.2 Decisions will be made by consensus.

4.3 Terms of membership will be for 2 years and nomination forms will be considered at the end of each Chamber fiscal year (terms commencing in the month of July)

5. VACANT POSITIONS

5.1 Any vacant positions can be filled during the term of office by the committee Chair.

COMMITTEE EXECUTIVE

6. CHAIRPERSON

6.1 The Chairperson shall be elected by the committee for a period of 12 months and may be reappointed by the committee for a second year.

6.2 The Chairperson shall ensure that the committee's financial position be clearly presented at each meeting of the committee/ the committee cannot incur debt.

6.3 Her responsibilities include:

- _ Scheduling meeting and notifying committee members
- _ Preparing an agenda
- _ Guiding the meeting according to the agenda and time available
- _ Ensuring all discussion items end with a decision, action or definite outcome
- _ Reviewing and approving of draft minutes before distribution
- _ Reporting to the Chamber Board

7. VICE CHAIRPERSON

7.1 The Vice Chairperson shall be elected by the committee for a period of 12 months and may be reappointed by the committee for a second year.

7.2 The Vice Chairperson shall act as the Chairperson in the event that the Chairperson cannot attend meetings/functions and shall participate in other aspects of the committee as required.

8. PAST CHAIRPERSON

8.1 The Past Chairperson shall remain a part of the committee to facilitate a smooth transition from one executive committee board to another.

9. SECRETARY

9.1 The secretary shall be appointed or elected from the committee membership

9.2 The secretary shall:

9.2.1 Take notes of the proceedings and prepare minutes of the meeting

9.2.2 Minutes shall be checked by the chairperson and accepted by committee members as a true and accurate record at the commencement of the next meeting

COMMITTEE MEMBERS AT LARGE

10. MEMBERS – AT – LARGE

10.1 The members at large shall be appointed or elected from the Chamber membership

10.2 The members at large shall:

10.2.1 Participate in all committee meetings

10.2.2 Participate in all aspects of the committee as required

10.2.3 In subsequent years proceed to the executive committee by vote

11. COMMITTEE MEETINGS

11.1 Meeting will be scheduled at a minimum on a quarterly basis or at the call of the Chairperson

11.2 The minutes of the meetings be brought to the corresponding Chamber Board meetings

11.3 That all decisions of the committee be approved by the Caledon Chamber of Commerce President/Chairperson