

2023



GREATER MIRAMICHI
CHAMBER
OF COMMERCE

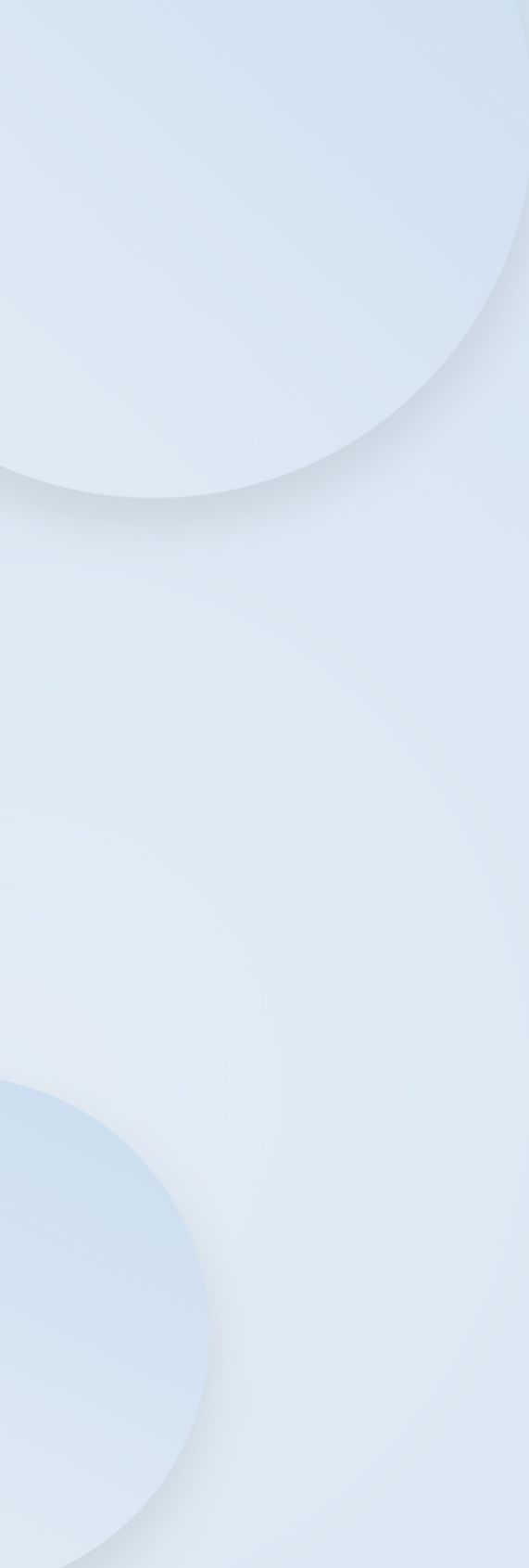
Annual Report

Annual General Meeting

June 8, 2023
Miramichi Golf & Country Club



MiramichiChamber.com



Thank You
Adam Comeau Photography
Credit for bridge photo on cover

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Meet the Executive Director

Board of Directors 2023

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Members only Benefits

Guest Speaker - Mayor Lordon

Event Sponsors Thank you

Agenda

Welcome to the
2023 Greater Miramichi Chamber of Commerce
Annual General Meeting

Call to Order / Approval of 2023 Agenda

Presentation of the 2022 Financial Statements
by Irene McCardle

Election of Officers

Guest Speaker - Honourable Mayor Lordon
"Building our Future Together"

Thank You & Adjournment

A message from the President...

As President of the Greater Miramichi Chamber of Commerce I have had the privilege of working with a talented Board of Directors over the past year, as well as welcoming Patti Somers as Executive Director to our dynamic team.

We look forward to turning the page on the challenges of the past couple of years and really demonstrating our core **values** and collaborating with our members as we tackle relevant matters facing our business community. We look forward to engaging our Board and our Members as we concentrate on our **strategic priorities** of **Membership Focus, Economic Development, and Community Presence**. This means **action**! You will be hearing from us a lot more, both requesting your valuable and diverse input, and advocating vigorously on your behalf. Please maintain an open dialogue with us as this is an integral part of making sure we are focusing on the relevant issues and acting with integrity as your “Voice of Business” for the Greater Miramichi.

We will be looking to ramp up our business and social events over the coming year to provide members with valuable networking opportunities, so we ask that you get out and get involved! Finally, please take the time to inquire about the member benefits, services and events provided by OUR Chamber, they provide great opportunities and cost savings.

Thank you for your continued support as we work together to make Miramichi the best place to live and do business!



Alvin Bell, Chamber President



" The Voice of Business "

Values

Dynamic Diversity Collaboration Relevant Integrity

*Strategic
Priorities*

*Community
Presence*

*Economic
Development*

*Membership
Focus*

Your Success is Our Mission



GREATER MIRAMICHI
CHAMBER
OF COMMERCE

Welcomes

Patti Somers

**NEW
EXECUTIVE
DIRECTOR**



(506) 622-5522



office@miramichichamber.com



I'm excited for the opportunity to connect with the Greater Miramichi business community and as we grow the Chamber's Network; by offering relevant business resources, hosting networking events, we can build strong business relationships. We want you to thrive as a successful local business owner that offers career opportunities and needed services to our area. We will continue to focus on our mission by providing unparalleled support to our members and strengthening our business community.

I look forward to connecting with you!



Board of Directors 2023

President - **Alvin Bell** (Allen, Paquet & Arseneau LLP)

1st Vice President - **Robert Holmes** (Jean Coutu Pharmacy)

2nd Vice President - **Lisa Williams** (Unicare Home Health Care Inc.)

Treasurer - **Tosha Hamilton** (Beaubear Credit Union)

Past President - Vacant

Director - **Daniel Cortes** (Interfor)

Director - **Guy Richard** (Mortgage Architects)

Director - **Jim Malone** (Dairy Queen)

Director - **Wayne Bushey** (Retired Active Community Member)

Executive Director - **Patti Somers**

Director Nominee - **Amanda Eagan** (Towne Auto Group)

Director Nominee - **Jim Gertridge** (Rodd Miramichi River Hotels)

Director Nominee - **Tyler Veriker** (GoTo Wealth & Benefits - Atlantic Canada)

Director Nominee - **Morgan Vickers** (McAllister & Donovan Law Office)

Appointed Director - **Jeff MacTavish** (Economic Development and Tourism)

Appointed Director - **Adam Lordon** (Mayor City of Miramichi)

Appointed Director - **Sonny Newman** (NBCC Miramichi Campus)

Appointed Director - **Katrina Donovan** (DowntownS Newcastle)

Appointed Director - **Line Thibodeau** (Carrefour Communautaire Beausoleil)

Appointed Director - **Roberta McIntyre** (WorkingNB)

Appointed Director - **Krista Chase** (GMRSC - Economic & Labour)

Appointed Director - **Dean Mutch** (ASD-N)

MIRAMICHI CHAMBER OF COMMERCE
Financial Statements

Year Ended December 31, 2022

(Unaudited)

MIRAMICHI CHAMBER OF COMMERCE
Index to the Financial Statements
Year Ended December 31, 2022
(Unaudited)

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M. Irene McCardle CPA P.C. Inc.

Chartered Professional Accountants

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of MIRAMICHI CHAMBER OF COMMERCE

We have reviewed the accompanying financial statements of MIRAMICHI CHAMBER OF COMMERCE that comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of MIRAMICHI CHAMBER OF COMMERCE as at December 31, 2022 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



M. Irene McCardle CPA P.C. Inc.
Chartered Professional Accountants

Miramichi, New Brunswick
May 15, 2023

MIRAMICHI CHAMBER OF COMMERCE
Statement of Financial Position
(Unaudited)

As at December 31,	2022	2021
ASSETS		
Current		
Cash	\$ 68,086	\$ 42,349
Term deposits (note 4)	50,972	50,422
Accounts receivable (note 3)	4,908	4,695
Sales taxes receivable (note 3)	-	982
	<u>\$ 123,966</u>	<u>\$ 98,448</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 5,848	\$ 6,207
Employee deductions payable	-	971
Sales taxes payable	1,941	-
	<u>7,789</u>	<u>7,178</u>
Notes payable and bank debt (note 5)	60,000	60,000
	<u>67,789</u>	<u>67,178</u>
NET ASSETS	<u>56,177</u>	<u>31,270</u>
	<u>\$ 123,966</u>	<u>\$ 98,448</u>

See accompanying notes to the unaudited financial statements

Approved by:

President:  _____

MIRAMICHI CHAMBER OF COMMERCE

Statement of Changes in Net Assets

(Unaudited)

For the year ended December 31,	2022	2021
Net Assets, beginning of the year	\$ 31,270	\$ 36,024
Excess of revenues over expenses	24,907	(4,754)
Net Assets, end of the year	\$ 56,177	\$ 31,270

See accompanying notes to the unaudited financial statements

MIRAMICHI CHAMBER OF COMMERCE
Statement of Operations
(Unaudited)

For the year ended December 31,	2022	2021
Revenues:		
Membership Dues	33,753	33,987
Interest income	555	427
Insurance commissions	31,217	29,040
Gala evening	500	-
Curling bonspeil	2,500	-
Government grants and subsidies	20,090	8,454
Programs, events and other revenue	3,950	20,126
	<u>92,565</u>	<u>92,034</u>
Expenses:		
Advertising and promotion	1,371	3,815
Annual general meeting	1,006	-
Computer and software	7,532	2,330
Curling Bonspeil	2,604	-
Gala evening	428	-
Memberships	1,982	1,446
Office expense and rent	5,987	7,872
Professional fees	2,650	3,900
Program, event, and meetings	2,751	19,094
Strategic planning	-	4,500
Salaries and wages	38,329	50,340
Telephone and internet	2,812	2,964
Travel expense	206	527
	<u>67,658</u>	<u>96,788</u>
Excess (deficiency) of revenues over expenses	\$ 24,907	\$ (4,754)

See accompanying notes to the unaudited financial statements

MIRAMICHI CHAMBER OF COMMERCE
Statement of Cash Flows
(Unaudited)

For the year ended December 31,	2022	2021
Cash flows from operating activities		
Excess (deficiency) of revenues over expenses	\$ 24,907	\$ (4,754)
Items not affecting cash:		
Changes in non-cash working capital:		
Accounts and notes receivable	(213)	9,741
Accounts payable and accrued liabilities	(1,330)	(176)
Sales taxes payable	2,923	(3,858)
Net cash provided by operating activities	26,287	953
Proceeds from long-term debt	-	20,000
Net cash provided by financing activities	-	20,000
Net increase in cash and cash equivalents	26,287	20,953
Cash and cash equivalents at the beginning of the year	92,771	71,818
Cash and cash equivalents at the end of the year	\$ 119,058	\$ 92,771
Cash and cash equivalents consists of:		
Cash	119,058	92,771
	\$ 119,058	\$ 92,771

See accompanying notes to the unaudited financial statements

MIRAMICHI CHAMBER OF COMMERCE

Notes to Financial Statements
Year Ended December 31, 2021
(Unaudited)

1. PURPOSE OF THE ORGANIZATION

Miramichi Chamber of Commerce is a not-for-profit organization whose purpose is to organize, promote, and assist small business development in the Miramichi area.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the organization have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Cash and cash equivalents

Cash consists of cash on hand and cash balances with banks, net of overdrafts.

Revenue recognition

Membership fees are recognized as revenue when collected.

The organization recognizes other revenues when earned, specifically when all of the following conditions are met:

- Services are provided to customers
- There is clear evidence that an arrangement exists
- Amounts are fixed or can be determined
- The ability to collect is reasonably assured
- There is no significant obligation for future performance
- The amount of future returns can be reasonably estimated

Any payments received in advance of the provision of services are recorded as deferred revenues until the Chamber provides the service.

Contributed services

Volunteers contribute about 1,500 hours per year to assist the Association in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Use of estimates

When preparing financial statements according to ASNPO, the organization makes estimates and assumptions relating to:

- Reported amounts of revenue and expenses;
- Reported amounts of assets and liabilities; and
- Disclosure of contingent assets and liabilities.

Management's assumptions are based on a number of factors, including historical experience, current events and actions that the organization may undertake in the future, and other assumptions that we believe are reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions.

MIRAMICHI CHAMBER OF COMMERCE

Notes to Financial Statements
Year Ended December 31, 2021
(Unaudited)

3. ACCOUNTS RECEIVABLE

	2022	2021
Accounts receivable	\$ 2,658	\$ 835
Government wage subsidy (CEWS)	-	3,860
Regional Development Corporation Strategic Planning Fund	2,250	
Sales tax receivable	-	982
	\$ 4,908	\$ 5,677

4. INVESTMENTS

	2022	2021
Term deposits		
Short-term	\$ 50,972	\$ 50,422
Long-term	-	-
Total	\$ 50,972	\$ 50,422

The two term deposits were purchased on March 5, 2022 at 1.20% and July 15, 2022 at 3.85%. They both mature in one year. Both investments are measured at cost plus accrued interest.

5. LONG-TERM DEBT

	2022	2021
Canada Emergency Business Account Loan - is payable to BDC bearing interest at 0% per annum until December 31, 2023, 5% per annum thereafter. Loan principal is due December 31, 2025. If \$40,000 of loan principal is repaid by December 31, 2023, \$20,000 is forgiven.	\$ 60,000	\$ 60,000
Total debt	60,000	60,000
Current portion	-	-
Long-term portion	\$ 60,000	\$ 60,000

The aggregate amount of payments required in each of the next five years on the above indebtedness is as follows:

2022	\$ -
2023	-
2024	-
2025	60,000
2026	-
	\$ 60,000

6. IMPACT OF COVID-19 PANDEMIC

The Covid-19 pandemic continues to effect many organizations into 2022. The organization has determined that these events are non-adjusting subsequent events. Accordingly, the financial position and results of operations as of and for the year ended December 31, 2022 have not been adjusted to reflect their impact. It is not possible to reliably estimate the duration and severity of these consequences, as well as their impact on the financial position and results of the organization for future periods.

MIRAMICHI CHAMBER OF COMMERCE

Notes to Financial Statements

Year Ended December 31, 2021

(Unaudited)

7. FINANCIAL INSTRUMENTS

The organization's financial instruments currently consist of receivables and payables.

Unless otherwise noted, it is management's opinion that the organization is not exposed to significant credit, liquidity, interest rate, or market risks arising from these financial instruments.

The organization is exposed to financial risk that arises from fluctuation in interest rates and the credit quality of its customer(s) and related parties.

Credit risk

Credit risks arise from two sources: cash and cash equivalents and accounts receivable. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure. The credit risk from parties not paying accounts receivable is not considered to be significant.

Interest rate risk

The organization is exposed to interest rate risk with respect to the following financial instruments: cash and cash equivalents and credit cards. The degree of exposure is insignificant.

Currency Risk

The organization conducts no transactions in foreign currencies.

Liquidity risk

Liquidity risk exposure is dependent on the receipt of funds from membership fees, its revenue generating activities and events and other sources to enable the Chamber to pay its liabilities as they become due.

Market risk

The organization is not currently exposed to market risks.



BY-LAWS

Effective: June 2023

Mission Statement

The Miramichi Chamber of Commerce (MCC) exists to serve the needs and interests of the membership. In delivering upon its vision and mission, the Miramichi Chamber of Commerce (MCC):

- advocates on behalf of the membership.
- educates, influences, and collaborates on policy-related issues affecting the membership.
- strengthens the business community of the Miramichi Region, builds capacity and delivers adequate benefits to the membership.
- ensures membership satisfaction, and.
- promotes economic growth and community development for the Miramichi Region.

Vision Statement

The Miramichi Chamber of Commerce (MCC) strives to be a catalyst for business prosperity and increased economic development for Miramichi, New Brunswick. The Miramichi Chamber of Commerce (MCC) shall foster a dynamic and connected business community for Miramichi that values collaboration, education, membership satisfaction and advocacy.

"Article I" – Name and Objective

Section 1.01- The name of this organization shall be the *Miramichi Chamber of Commerce*.

Section 1.02- The object of the Miramichi Chamber of Commerce shall be to:

- a. represent and promote the common interest of its members to ensure a healthy economic development in the Miramichi area.
- b. maintain a leadership role on major issues on behalf of the business community of the Miramichi area and to work for effective legislation at all levels.
- c. provide quality programs, activities and services that will serve to enhance the business prospects of members.
- d. encourage improved education and skills development in the community to foster economic growth.

Section 1.03- The usual place of meetings shall be in Miramichi, NB.

Section 1.04- The Miramichi Chamber of Commerce shall be non-partisan, non-sectional and non-sectarian and shall not lend its support to any candidate for public office.

"Article II" – Interpretation

Section 2.01- Wherever the words "The Chamber" occur in these by-laws, they shall be understood to mean "The Miramichi Chamber of Commerce" as a body.

Section 2.02- Wherever the words "The Board" occur in these by-laws, they shall be understood to mean "The Board of the Miramichi Chamber of Commerce."

Section 2.03- Wherever the word "District" occurs in these by-laws, it shall mean the area, within and for which this Chamber was established, as defined in the Certificate of Registration under the Boards of Trade Act R.S., C.18, S. 1.

Section 2.04 – "Act" means the Board of Trade Act (Canada)

"Article III" – Head Office

Section 3.01- The Head Office of the Miramichi Chamber of Commerce shall be at such place in the District as the Board may from time to time determine.

"Article IV" - Membership

Section 4.01- Any person, directly or indirectly engaged or interested in legal trade, commerce or the economic, cultural and social welfare of the District, shall be eligible for membership in the Chamber.

Section 4.02- Associations, Corporations, Societies, Partnerships, Estates, Branch Offices or Subsidiaries directly or indirectly engaged or interested in trade, commerce, or the economic, cultural and social welfare of the District may become members of the Chamber.

Section 4.03- Applications for membership shall be made on a form approved by the Board and accompanied by a payment for one year's dues.

Section 4.04- Membership shall continue from the time of admittance until a member has resigned in accordance with the provisions of these by-laws or has been removed from the roll of members by action of the Board.

A member will be deemed to have resigned when dues remain unpaid ninety (90) days past the due date on which they fall due.

Section 4.05- Persons who have distinguished themselves by some meritorious or public service may be elected Honorary Members, life or annual, by a majority vote at a general meeting. Honorary membership shall include all the privileges of active membership except that of holding office, with the exemption from the payment of annual dues.

Section 4.06 - Any member of the Chamber may be expelled by a two-thirds (2/3) vote of the Board, but any such expelled member shall be at liberty to appeal the decision directly to the membership at the next general meeting. A two-thirds (2/3) majority vote of those members present and entitled to vote shall be required for reinstatement of the expelled member.

"Article V" - Dues and Assessments

Section 5.01- The Annual Dues payable by members of the Chamber shall be determined annually by the Board subject to approval by the Board of Directors Chamber membership.

Section 5.02- The Annual membership fees shall be payable on the first day of January each year.

Section 5.03- The Board may remove from the roll of members the name of any newly enrolled member failing to pay their dues within thirty (30) days of their admission, or of any other member who fails to pay such dues within ninety (90) days of the date on which they fall due. Upon such action by the Board, all privileges of membership shall be forfeited.

Section 5.04- Other assessments may be levied against all members, provided they are recommended by the Board and approved by a majority of the members present at a general meeting of the Chamber. The notice calling such general meeting shall state the nature of the proposed assessment.

"Article VI" - Officers and Board of Directors

Section 6.01- The Officers shall be:

- a. The President
- b. The Past President
- c. The First Vice-President
- d. The Second Vice-President
- e. The Treasurer
- f. The Executive Director (ex-officio) who shall act as Secretary who together with at least seven (7) other Directors at-large, shall be elected from among the members each year, at the Annual General Meeting by ballot, or acclamation if no vote is necessary. The officers shall remain in office for one (1) year or until their successors shall be appointed but no such officer shall hold the same office for more than four (4) years in succession. Directors at-large shall remain in their positions for a term of two (2) years and no longer than four (4) years in succession.

Section 6.02 – The Board may also include a representative of the DowntownS Business Communities, City of Miramichi, ASD-N, Chamber of Commerce Insurance Plan Administrator, NBCC, Carrefour Beausoleil, Greater Miramichi Regional Service Commission- Economic and Labour Force Development and WorkingNB. They shall be chosen by their respective associations and shall not be voting members.

Section 6.03- Any Board member may be removed from office at any meeting of the Board by a notice of motion being filed with the Executive Director at least ten days in advance of such meeting and by a resolution being passed by a two-thirds (2/3) majority vote of those in attendance at the meeting of the Board in the following circumstances:

- a. If they cease to be a member of the Chamber.
- b. If they are absent from three (3) consecutive regular meetings of the Board, for reasons other than illness, family tragedy, or
- c. For some other reason acceptable to the Board.

Section 6.04- The Board shall have the general power of administration. It may make or authorize petitions or representations to the Government or Parliament of Canada, the Government or Legislature of the Province, or any Municipal Government or others as it may determine or as may be required by vote of a majority of members present at any Board or General Meeting.

Section 6.05- The Board shall, in addition to the power hereby expressly conferred on it, have such powers as are assigned to it by any by-laws of the Chamber provided, however, that such powers are not inconsistent with the provisions of the Boards of Trade Act.

Section 6.06- Any seven (7) or more members of the Board lawfully met shall be a quorum and a majority of such quorum may do all things within the power of the Board.

Section 6.07- The Board shall frame such by-laws, rules and regulations as appear to it, and best adapted to promote the welfare of the Chamber and shall submit them for adoption at a general meeting of the Chamber called for the purpose.

Section 6.08- The Board, or at its request, the President may appoint committees or designate members of the Board, the Chamber, or others, to examine, consider and report upon any matter or take such action as the Board may request.

Section 6.09- The Board may suspend any committee Chair from office or have their office terminated for just cause and any committee may be terminated by the Board.

Section 6.10- No paid employees of the Chamber shall be a member of the Board. Members of the Board shall receive no remuneration for services rendered as a Board member, but the Board may grant any of these members' reasonable expense monies.

Section 6.11- No public announcement in the name of the Chamber may be made unless authorized by the Board or by some person to whom the Board has delegated this authority. The President acts as the Chief Spokesperson of the Organization or may delegate this responsibility to another.

Section 6.13 – Any member of the Board of Directors who runs for public office shall resign from their position on the Board once they publicly declare their intentions. Public office is defined as municipal, provincial, federal office, or a Trustee of a Board of Education. Such person is eligible for re-election to the Board after allowing one (1) full year to expire upon completion of their term in public office, or one (1) full year upon completion of their election campaign for public office if they are unsuccessful.

"Article VII" - Nominations

Section 7.01- The President shall, two (2) months prior to the Annual General Meeting, appoint a Nominating Committee. The committee shall consist of the Past President as the Nominating Committee Chair, the current Chamber President, the First Vice-President, and the Second Vice-President.

Section 7.02- They shall proceed to nominate a minimum of eleven (11) to a maximum of twenty (20) including appointed members of the Chamber who have indicated their willingness to serve a two (2) year term of office on the Board, a minimum of two (2) of whom must be members of the current Board.

Section 7.03- The Nominating Committee shall also nominate at least one individual from among those who have been nominated to the Board for the following positions: President, First Vice-President, Second Vice- President, and Treasurer.

Section 7.04 - The Nominating Committee report shall be submitted to the Executive Director, six weeks prior to the annual meeting. The membership will then be notified, at least one month in advance of the annual meeting, of the Nominating Committee recommendations, and inviting the membership to submit their own nominations for the Board.

Section 7.05- Further nominating of candidates willing to allow their names to stand for election as officers or members of the Board will be accepted from any member of the Chamber provided, they are received in writing by the Executive Director, no later than fourteen days prior to the Annual General Meeting.

Section 7.06- Should there be nominations other than the slate recommended by the Nominating Committee; an election of all proposed incoming candidates shall take place at the annual meeting by ballot. Otherwise, the slate of the Officers and the Board will be confirmed at the annual meeting by a show of hands. In the event of an election:

- a. each member shall be entitled to one vote; and
- b. a majority of those who are eligible and are present at such meeting are competent to do and perform all acts that, either under the Act or under these bylaws, are or shall be directed to be done at a meeting.

"Article VIII" - Election of Officers and Directors

Section 8.01- The President, First Vice-President, Second Vice-President, Treasurer, and newly elected Directors of the Board shall, before assuming office or as soon thereafter as is possible, take and subscribe before the mayor or before any justice of the peace, an affirmation in the following form:

"I affirm that I will faithfully and truly perform my duty as _____ of the Miramichi Chamber of Commerce, and that I will, in all matters connected with the discharge of such duty do all things, and such things only, as I shall truly and conscientiously believe to be adapted to promote the objects for which the said Chamber was constituted according to the true intent and meaning of the same".

"Article IX" - Duties of the Board of Directors

Section 9.01- The Board of Directors is accountable to the membership- the owners of the organization. It has the duty to manage the affairs of the Board between the Annual meetings and ensure that Board activities are carried out in accordance with the by-laws. This includes the appointment and supervision of the Executive Director, establishment of policies and the provision of guidance.

There is a clear distinction between the duties and obligations of directors and those of staff. The Directors are responsible for establishing policy and goals and for assessing management's implementation of those policies and goals.

The Board of Directors' mandate will maintain an outward focus and ensure the organization is meeting its reason for existence as outlined in **Article I, Section 1.02**.

"Article X" - Duties of Officers

Section 10.01- The Officers shall exercise such powers as are delegated by the Board. It is understood that the First Vice-President and Second Vice-President will be in succession for the office of the President. In addition to the specific duties listed below, the Officers shall assist the Executive Vice President to:

- a. ensure staff implements policy decisions appropriately through monitoring and reporting mechanisms.
- b. ensure there is an annual strategic plan in place addressing the short-term and long-term objectives of the Chamber.

Section 10.02 – Individual Responsibilities:

President:

- a. acts as the Chief Spokesperson of the organization, or may delegate this responsibility to another
- b. chairs Board of Directors meetings, voting only in the case of a tie, and regulates the order of business at such meetings.
- c. may indicate to the meeting what they believe to be concerns of the Chamber.
- d. is granted signing authority and bank signatory.
- e. reviews performance of the Executive Director
- f. calls all Board meetings.
- g. delivers Board of Directors report to the membership at the annual meeting
- h. is ex-officio member of all standing committees, advisory groups, task forces and other committees of the Chamber.
- i. represents the Chamber at such functions they may be able to attend including such meetings as recommended by the Board.
- j. with the Executive Director, signs all papers and documents requiring signatures on behalf of the Chamber.
- k. has such other powers and duties as are assigned by the Chamber that are consistent with these by-laws.
- l. shall fulfill the duties of the President out outlined in the job description for the position.

Past President:

- a. provides support and advice to President and chairs various committees and task forces as requested by the Board.
- b. shall fulfill the duties of the Past President as outlined in the job description for the position.

Section 10.03- The Officers authorized to sign all cheques on behalf of the Chamber shall be any two (2) of the following: *President, First Vice-President, Second Vice-President, Treasurer, , Past President and Executive Director.* Any one of the above may verify the bank account.

- a. The Treasurer and the Executive Director shall have primary cheque-signing authority. In their absence, other Officers listed above shall have authority to sign cheques.
- b. These same provisions will apply should electronic commerce be incorporated in the operation of the Chamber.

A detailed report of any cheques issued must be kept in the records, so any member would be able to understand the reason for its issuance.

Section 10.04 - The Chamber shall have its account(s) in a chartered bank selected by the Board.

“Article XI” – Duties of Directors

Section 11.01- In carrying out the mandate of the Board, Directors shall observe the highest standards of ethical conduct. They are expected to perform their duties and responsibilities on behalf of the members of the Chamber as described in the job description for the position.

“Article XII” - Executive Director and other Employees

Section 12.01- The Board may employ an Executive Director and any other employees as deemed necessary, to assist in the work of the Chamber and the Board.

- a. Remuneration and any contract between the Chamber and the Executive Director, and all other employees, shall be determined by the Board of the Chamber.
- b. The Executive Director and all other employees shall perform their duties in accordance with their contract, as approved by the Board from time to time.

Section 12.02- The Executive Director shall be the Executive Officer of the Chamber and shall be responsible to the Board for the general control and management of Chamber business affairs.

They shall:

- a. be a non-voting member of the Board.
- b. be an ex-officio member of all committees of the Chamber.
- c. act as liaison between members of the Chamber, other Chamber organizations and the Board
- d. submit recommendations to the Board and its committees.
- e. implement Chamber policies and decisions.
- f. be responsible for maintaining an accurate record of the Chamber, retaining copies of all official letters, preserving all official documents.
- g. perform all such other duties as properly pertain to this office.

Section 12.03- Performance of all staff will be managed and reviewed on an annual basis by the President and the Executive Director.

Section 12.04- Performance of the Executive Director will be monitored and reviewed annually by the Officers of the Board based on the achievements of results and the adherence to the stated objectives outlined for the Executive Director.

Section 12.05- The Executive Director is accountable to the Board of Directors as an entity. No individual Director has authority over the Executive Director.

"Article XIII" - Meetings

Section 13.01- The Annual Meeting of the Chamber shall be held in the first half of year at the time and place determined by the Board. At least two (2) weeks' notice of the Annual meeting shall be given.

Section 13.02- General meetings or special general meetings of the Chamber may be held at any time when summoned by the President or requested in writing by any six (6) members of the Board, or any twenty members of the Chamber. When possible, at least two (2) weeks' notice of such meetings shall be given to the Chamber membership.

Notice of such general meetings shall contain a statement of the purpose of the meeting and shall be signed by the Chair or Executive Director.

The accidental omission to give notice of an Annual General Meeting or a special general meeting to any member or the non-receipt of the notice by any member does not invalidate anything done at the meeting.

Members Only Benefits



- Brings credibility to a business
- Increases visibility in the community
- Creates networking opportunities
- Gives a voice in government
- Facilitates business contacts
- Provides information and knowledge
- Helps gain customer referrals
- Coordinates events and special local programs
- Provides promotional and publicity opportunities
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Member Fuel Program

Guest Speaker



Mayor Adam Lordon

Adam Lordon is Mayor of the City of Miramichi, a freelance media producer/director, and a proud Miramichier.

Born and raised in Miramichi, he was first elected as a City Councillor in 2016, and in 2016 was elected as the city's youngest Mayor. He was re-elected (acclaimed) for a second term in 2021. As Mayor, Lordon is a passionate advocate for strategic planning, immigration and population growth, affordable housing development, downtown and waterfront renewal, diversity and inclusion, public transit, long term planning, arts and culture, and youth engagement.

Lordon has also been a Chamber of Commerce Board Member representing the City since 2016. He has been the President of the Cities of New Brunswick Association and a Board Member of the Federation of Canadian Municipalities since 2018.

Professionally he is a media and television producer and director with over 15 years of industry experience. His credits include The Amazing Race Canada, The Marilyn Denis Show, and several projects with Tourism New Brunswick. He is also one of the Co-founders of the New Maritime Beer Company.

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