



2020 BOARD OF DIRECTORS

NOMINATION AND ELECTION GUIDELINES

INTRODUCTION



This handbook has two parts. Part One provides basic information about the Kelowna Chamber of Commerce and its Board of Directors Election. Part Two details the nomination process, election guidelines, and candidacy skills and requirements.

The day you joined the Kelowna Chamber you joined a movement that has been in the making for more than 100 years and with your membership you became part of a community that's second to none for strength and connectivity regionally, provincially, nationally and internationally. You also became a voting member which is a right and a responsibility. As such, electing representatives you trust to provide the informed oversight, passionate stewardship, and sound decision-making is an essential part of securing a vibrant future for the Kelowna Chamber of Commerce.

PART ONE: BOARD ELECTION

Helping grow the people who power Kelowna.

GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS

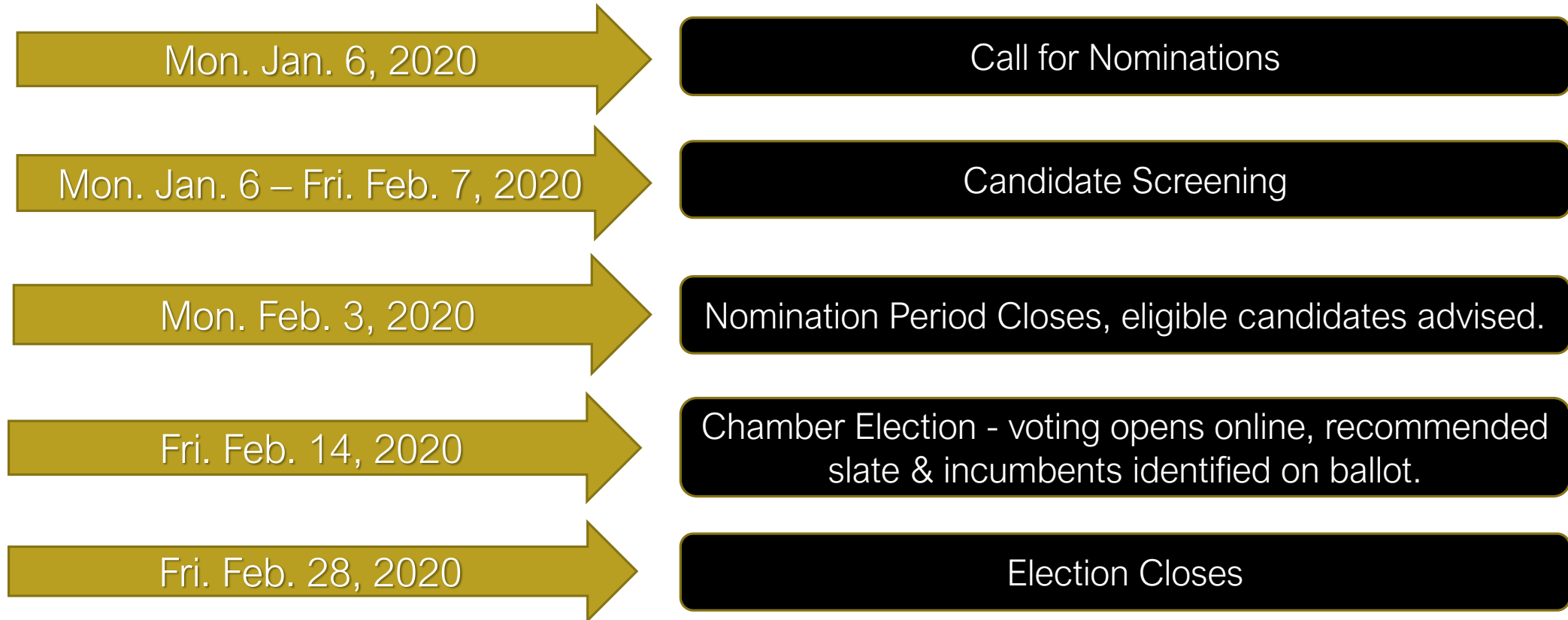
In 2020, members of the Kelowna Chamber of Commerce will **elect up to six (6) Directors** to the Board. The Kelowna Chamber is looking for candidates who have significant experience in areas relevant to the Chamber's core mission of creating a positive business environment in the city and region.

“We exist to foster a positive business environment by providing members and the community with leadership, advocacy, and services of value”

The Chamber fulfills its purpose by influencing public policy to ensure a positive business environment, ensuring strong programs and services are in place to assist members, and by developing and managing activities that allow members and the community to connect with the Chamber and each other.

The Kelowna Chamber is one of only a few Chambers in BC to be *Accredited with Distinction* under the accreditation program established and maintained by the Canadian Chamber of Commerce and the National Accreditation Council.

GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS



GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS

Tues. Mar. 3, 2020

New Board of Directors announced. Director orientation scheduled.

Wed. Mar. 18, 2020

Kelowna Chamber Annual General Meeting

Tues. Mar. 24, 2020

1st Meeting of Board / Board Strategic Planning.

April 2, 2020

Presidents Dinner – Swearing in of Directors.

OFFICERS



Nikki CSEK

Appointed as Past President 2020
Csek Creative



Jeff ROBINSON

President Elect (Current Executive VP)
Rush Ihas LLP

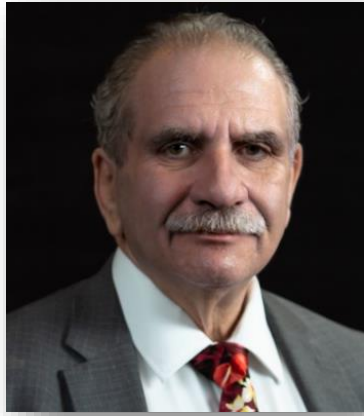
RETURNING DIRECTORS

Second year of two-year term



Ron Cannan

Interior Savings CU



Domenic Rampone

West Manufacturing



Justin O'Connor

Sotheby's Realty



Derek Gratz

UBC Okanagan



Pamela Pearson

Sentes Auto Group



Robert Scott

2M Performance



Laura Vigar

Watson's Hound Lounge



Ray Wynsouw

Candel Custom Homes

DEPARTING DIRECTORS



Shelagh Turner
*Canadian Mental
Health Assoc.*



Andrew Ingenhorst
Grant Thornton LLP



Andrew Brunton
Pushor Mitchell LLP



Carmen Sparg
Silver Lining Inc.



Angela Nagy
GreenStep Solutions

Thank you!

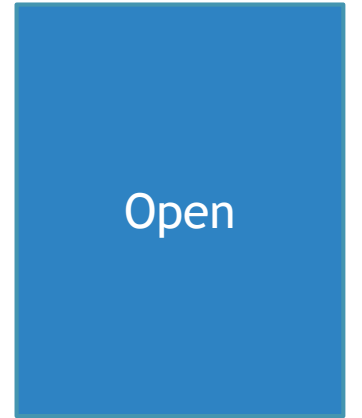
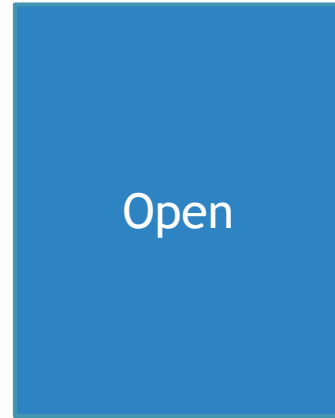
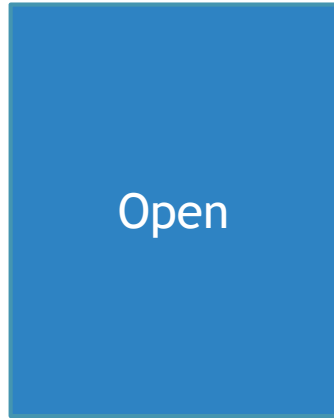
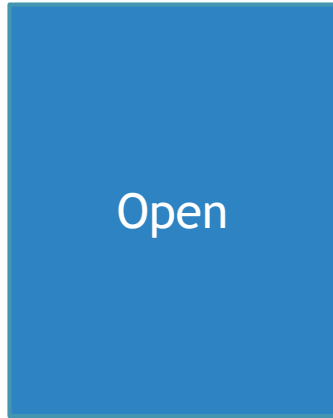
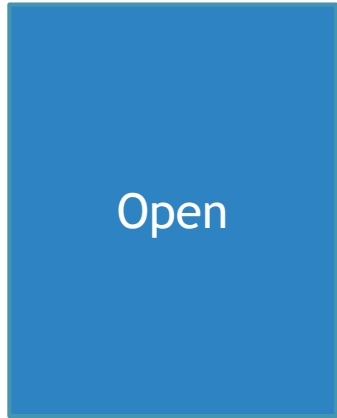
6 (Six) DIRECTOR SPOTS OPEN

1 (One) Incumbent eligible for re-election *



Dan Price (I)

*Emil Anderson
Construction*



* Identified on the ballot with "(I)" to indicate candidate is an incumbent.

BOARD APPOINTEES (Advisors) 2019-2020



Maxine DeHart
Councillor
City of Kelowna



Bill Gillett
Dean
Okanagan School of Business



Trevor McTavish
President
Kelowna JCI

PART TWO: THE NOMINATION PROCESS, ELECTION GUIDELINES & CANDIDACY SKILLS & REQUIREMENTS

We will be looking for candidates who:

- Have experience at a senior governance (Board) or executive level of a business or organization of similar or greater complexity to the Kelowna Chamber of Commerce,
- Have experience in a leadership position working in a team environment, and/or
- Have broad retail, or consumer experience in diverse sectors.

To increase diversity of skills and perspectives on the Board, in 2020, the Chamber will be particularly looking for candidates who:

- Come from the retail, accounting, legal, environmental or non-profit sectors.

QUALIFICATIONS CRITERIA & ELIGIBILITY REQUIREMENTS

What else candidates need to be aware of:

- All candidates must be a Chamber member in good standing for at least the past 30 days (preferably for at least the last three years).
- Candidates must be a resident of Canada over the age of 18.
- Candidates should have previous governance experience on a board or association.
- Candidates should not be an undischarged bankrupt or have committed offenses related to fraud.
- Candidates should not be a current employee or contractor with any Chamber or Board of Trade.
- Candidates should not be in a conflict of interest position with respect to the Chamber (i.e. a representative of a supplier or business partner of the Chamber).

QUALIFICATIONS CRITERIA & ELIGIBILITY REQUIREMENTS

What else candidates need:

Candidates must be able to fulfill the **time commitment** required of a director on the Board for the Kelowna Chamber.

- ✓ Board meetings are held 10 times a year (no Board meeting in August and December). The first board meeting of the year is in March 2020 following the Annual General Meeting.
- ✓ Board meetings are scheduled for the fourth Tuesday of the month (7:30am-9:00am) at the Chamber office.
- ✓ Directors are expected to sit on at least one Board Committee. Committees meet either monthly or quarterly depending on the committee.
- ✓ Special task forces can be created from time to time by the Board with Directors appointed



REQUIRED INFORMATION FOR CANDIDATES FOR DIRECTOR

Candidates MUST:

- Fully understand the expected commitment of being a Director prior to submitting an application (nomination package) and are encouraged to engage either the President or the Executive Director to learn more about the organization.
- Submit completed Nomination Package no later than Monday February 3, 2020 (4:30 pm) including having two signatures of nominators who must be current members of the chamber and in good standing.
- Sign your acceptance of nomination form (confirming your willingness to run in the Board election).

NOMINEE INFORMATION


NOMINATION PROCESS:

- All Candidates that are screened and meet the requirements to hold office will be accepted and put forth for election.
- The Board Development Committee shall present recommendations to members for Directors.
- These recommended Candidates will be identified on the electronic ballot with an asterisk * with a further (I) noting the candidate is an incumbent and is seeking re-election.
- Members can cast their ballot for the Candidate of their choosing.


SUMMARY: THE PROCESS




- **NOVEMBER 2019** - Board Development Committee conducts an assessment of the Board and reviews the skills and attributes that exist and where there are gaps.



- **DECEMBER 2019** - The Board affirms the 2020 nominations criteria, outlining the skills and experiences it believes to be most beneficial for candidates.



- **JANUARY 2020** - Chamber members nominate candidates to stand in the 2020 Director Election.



- **FEBRUARY 2020** - Members vote for up to six (6) Directors to serve on the Board from March 2020 to February 2021 (2021 Annual General Meeting)

SUMMARY: WHAT HAPPENS NEXT

Next steps if you are interested in running for a position on the Board:

- We strongly recommend you submit your **completed application well** in advance of deadline: **Monday Feb. 3, 2020 (4:30 pm)**
- A high resolution photo (electronic image) should be provided so that it can be included in our election materials. The photo does not form part of the candidate assessment.
- If you exhibit the skills, experience, and other attributes that the Chamber's Board is looking for, we will contact you to arrange an interview with the Past President or other members of the Board Development Committee that is charged with overseeing the nomination and election process.
- You will be advised if you have met the criteria required to run for the Board and also advised if you are to be recommended for consideration by the Board Development Committee prior to the election.
- You can decide to withdraw your candidacy for the Board at any time prior to **February 12, 2020**.
- The Election will run online for members in good standing from **February 14 to February 28, 2020**. Candidates will be advised of the outcome within 48 hours after closing of voting.

SUMMARY: KEY DOCUMENTS

Nomination Package 2020

Your completed package should include:

- ✓ Completed questionnaire (questions 1 through 9)
- ✓ Completed checklist indicating skill set/experience and signature to affirm your understanding of the expectations.
- ✓ Completed and signed Nomination Support Form: This document requires the signature of two members in good standing that recommend you for a position on the Board.
- ✓ Any other information you believe would be helpful for the Board Development Committee to evaluate your application.

Electronic submission is preferred. Send completed .doc to dan@Kelownachamber.org

SUMMARY: FOR FURTHER INFORMATION

If you are interested in running in the 2020 Board of Directors Election, we would suggest that you review:

- Current Chamber By-laws – year 2000 (Updated 2019 By-Laws pending final approval)
- Chamber Conflict of Interest Form
- 2018 Kelowna Chamber of Commerce Annual Report
- Board of Directors Policy Manual

These documents are available on the Chamber's website but can be provided upon request.

General Contact Information: E: hello@kelownachamber.org

P: 250.861.3627

W: www.kelownachamber.org

The background of the slide features a halftone-style image of several people in silhouette, with their arms raised in a gesture of celebration or agreement. They are positioned against a bright, glowing light source, likely the sun, which creates a strong backlighting effect. The overall scene is set against a dark, textured background.

If you have any questions please contact:
Dan Rogers
Executive Director

dan@kelownachamber.org

2020 BOARD OF DIRECTORS

NOMINATION AND ELECTION GUIDELINES