



## BOARD OF DIRECTORS NOMINATION FORM

Candidate Name \_\_\_\_\_ Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Your Current Position/Title \_\_\_\_\_

Phone (1) Work \_\_\_\_\_ Phone (2) Cell \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Current Chamber member\*? \_\_\_\_\_

\* Applicants must be a Member in good standing 30 days prior to the nominations closing date of February 6, 2018  
[Member in good standing is the status assigned to a member of the Kelowna Chamber of Commerce when he/she/ her/his organization has remained current on Chamber membership fees and payments. The term is construed under ordinary rules and with reference to the by-laws and constitution of the Kelowna Chamber of Commerce.]

The Board of Directors are volunteers from diverse professional backgrounds who are elected for two-year terms to manage the affairs of the Board in accordance with the By-laws.

This Governance Board’s multiple skill sets ensure the Chamber’s long-term health and success, setting a tone for organizational effectiveness, innovation and vision.

Our Executive leaders have often served as long as seven years in various board positions prior to receiving an honorary membership as a Past President.

The Directors have their pulse on regional and national trends and help us to support thriving local economic conditions.

Please submit this Board of Directors Nomination Form to the Kelowna Chamber of Commerce Nominating Committee c/o Ken Carmichael, Past President by email [kcarmichael@bdo.ca](mailto:kcarmichael@bdo.ca) by February 6, 2018.

### Application Checklist:

- ✓ a high quality, **current digital professional headshot for use on our website.** (175\*260)
- ✓ Responses to questions 1-9
- ✓ the signatures of two Chamber members on your Nomination Support Form (page 6)

Thank you for applying.



## CANDIDATE INFORMATION

Briefly describe yourself under the following headings to a maximum of 250 words in each section:

Typescript only, please; written applications cannot be accepted.

\*\*The information requested below (#1-3) will appear on the Chamber's website as part of your Candidate profile, along with the headshot photo requested on page 1.

**\*\*1. Why do you want to be a board member with the Kelowna Chamber?**

**\*\*2. Please detail your experience in the areas of Leadership, Communication, Community Involvement, and Business Planning (finance, strategic and long-term planning).**

**\*\*3. Have you volunteered with the Kelowna Chamber of Commerce before?**

Answers to questions #4-9 are for Chamber internal review only

**4. List any other Association Memberships and/or Community Connections**

**5. List any previous Board of Directors Experience**

**6. Please detail any experience you may have had dealing with business, political and social matters beyond those areas listed above.**

**7. Do you anticipate any conflicts in attending Board meetings at 7:30 am the fourth Tuesday of each month?**

8.

Please rate your Experience from 1-4 in the following with 1 being <u>low experience</u> and 4 being <u>extensive experience</u> :	Low		Extensive	
	1	2	3	4
Management	1	2	3	4
Strategic Planning	1	2	3	4
Human Resources	1	2	3	4
Accounting/Finance	1	2	3	4
Marketing	1	2	3	4
Communications/Public Relations	1	2	3	4
Technology	1	2	3	4
Policy Advocacy/Government Relations	1	2	3	4
International Trade	1	2	3	4
Business Programs/Events	1	2	3	4
Business Development	1	2	3	4

**9. Choose a business sector that best reflects where you work**

- \_\_\_\_\_ Small- & Medium-sized business
- \_\_\_\_\_ Large business or industry
- \_\_\_\_\_ Agri-Business
- \_\_\_\_\_ Tourism
- \_\_\_\_\_ Arts & Culture
- \_\_\_\_\_ Social profit or Not-for-Profit
- \_\_\_\_\_ Technology
- \_\_\_\_\_ Marketing
- \_\_\_\_\_ Professional Business Service (define) \_\_\_\_\_
- \_\_\_\_\_ Other (define) \_\_\_\_\_

## EXPECTATIONS FOR BOARD MEMBERS

It is critical that potential Board members understand the expectations required for them to serve successfully in this role. It is also vital that their employer supports the time and potential costs associated with fulfilling these expectations.

### **Please read and consider the following List of Expectations:**

- Be viewed as, and conduct oneself as a responsible corporate citizen.
- Be at least 19 years of age.
- Adhere to all policies of the Chamber Board.
- Declare any conflicts of interest.
- Have the support of their employer to hold the position of Director for a 2-year term to a maximum of 8 years.
- Attend 9 Board meetings per year.
- Exercise best efforts to attend the signature events held by Kelowna Chamber of Commerce (Business Excellence Awards, Mayor's Address, Golf Tournament and the Board's Annual Retreat)
- Often on short notice, politicians and dignitaries will offer to meet with Chamber Directors. Make best efforts to attend such events.
- Participate in or lead a task force to advance committee work or the Chamber's strategic plan.
- Assist with efforts to help the Chamber grow. For example, identify and introduce potential new members, or invite a non-member to a Chamber event.
- Consider holding a position on the Executive Committee, including the position of Chair.

### **Which committee most interests you? All committees have staff support.**

Please indicate by marking the appropriate boxes.

- Member Care Committee – this committee evaluates membership value and identifies opportunities to increase member benefits.
- Policy Advisory Committee - consults with business and other groups to form provincial and federal advocacy policies and communicates with all levels of government to advance members' and current issues.
- Governance Committee – develops and reviews policy relating to governance.
- Finance Committee - Oversees the financial activities pertaining to the operations of the Kelowna Chamber of Commerce.



- Building Committee - Oversees the Chamber's lease agreements with the City of Kelowna and with the Chamber's tenant(s) to ensure the Chamber reasonably maintains its building and physical space, as well as undertaking future planning.

The answers and information I have provided in this application are true. I have read the List of Expectations of a Kelowna Chamber of Commerce Director and can commit to honour those expectations.

In submitting this form, I agree to my details being used for the purposes of The Kelowna Chamber of Commerce Board of Directors nomination process. My name, photo, and answers to questions #1-#3 will be made public. The balance of the information will only be accessed by necessary Kelowna Chamber of Commerce Nominating Committee members. I understand my data will be held securely and will not be distributed to third parties.

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Date

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Signature



## NOMINATION SUPPORT FORM FOR 2018-2019 BOARD OF DIRECTORS APPLICANTS

We, the undersigned:

1. Print Name & Company \_\_\_\_\_

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

2. Print Name & Company \_\_\_\_\_

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

Both being Voting Members in good standing of the Kelowna Chamber of Commerce, we hereby support the nomination of the following individual (who is also a Member in good standing 30 DAYS PRIOR TO THE NOMINATION CLOSING) as a Nominee for Director of the Kelowna Chamber of Commerce: (PLEASE PRINT)

NAME \_\_\_\_\_

### NOMINEE TO SIGN

I hereby agree to accept the nomination and am willing to serve and abide by the By-laws of the Kelowna Chamber of Commerce for a two (2) year term, if elected.

\_\_\_\_\_  
Nominee's Signature

\_\_\_\_\_  
Date signed

#### DEADLINE:

Nominations must be received at the Kelowna Chamber office by  
February 6, 2018; sent to the attention of  
Ken Carmichael, Past president [kcarmichael@bdo.ca](mailto:kcarmichael@bdo.ca)

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