**BOARD OF DIRECTORS APPLICATION 2020-2021**

**Candidate Name: Organization:**

**Mailing Address:**

**Your Current Position/Title:**

**Phone (1) Work: Cell:**

**E-Mail Address: Chamber member name\***

**\*** *Applicants must be a member in good standing 30 days prior to the closing date for Nominations of* ***Monday Feb. 3, 2020 (4:30 pm)***

*[Member in good standing is the status assigned to a member of the Kelowna Chamber of Commerce when her/his organization is 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. The Directors have their fingers on the pulse of 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 Dan Rogers, Executive Director by email [dan@kelownachamber.org](mailto:dan@kelownachamber.org) prior to **4:30 pm Monday February 3, 2020.**

Application Checklist:

* A high quality, **current digital professional headshot for use on our website**. (1750\*260)
* Responses to questions 1-9
* The signatures of two Chamber members on your Nomination Support Form (page 6)

**CANDIDATE INFORMATION**

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

*Typescript only, please; handwritten applications may not be accepted. MS Word format preferred.*

*\*\** 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 purposes only.

**4. List any other association memberships and/or community connections.**

**5. List any previous Board 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?**

|  |  |
| --- | --- |
| **Please rate your experience from 1-4 in the following with 1 being low experience and 4 being extensive experience**: *If you are working in Word, you can either* ***bold*** *the applicable number or delete the non-applicable numbers.* | **Low Extensive** |
| Accounting/Finance | 1 2 3 4 |
| Aerospace | 1 2 3 4 |
| Business Development | 1 2 3 4 |
| Communications/Public Relations | 1 2 3 4 |
| Construction | 1 2 3 4 |
| Education/Training | 1 2 3 4 |
| Health Care | 1 2 3 4 |
| Human Resources | 1 2 3 4 |
| International Trade | 1 2 3 4 |
| Management | 1 2 3 4 |
| Marketing | 1 2 3 4 |
| Policy Advocacy/Government Relations | 1 2 3 4 |
| Strategic Planning | 1 2 3 4 |
| Technology | 1 2 3 4 |

**8.**

**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/Communications

\_\_ Professional Business Service \_\_ Other (Expand) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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:**

* Believe in and be an active advocate and ambassador for the vision, mission and values of the Chamber.
* Act in a manner that positively contributes to the function and effectiveness of the Chamber Board.
* Adhere to all policies of the Board including conflict of interest guidelines.
* Attend at least nine (9) Board meetings per year (out of ten). Prepare for these meetings by reviewing materials in advance. Work to have productive conversations, ask strategic questions and contribute to positive dialogue.
* Exercise best efforts to attend the signature events held by Kelowna Chamber (Business Excellence Awards, President’s Dinner, and Golf Tournament)
* Make best efforts to attend meetings with dignitaries/business leaders.
* Participate in or lead a Board Committee aimed at advancing 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.
* Be at least 18 years of age.
* Have the support of their employer to hold the position of Director.

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

Please prioritize by numbering the appropriate boxes. (1, 2, 3, 4)

* Member Care Committee – this committee evaluates membership value and identifies opportunities to expand 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 – provides oversight on the organization’s finances and develops financial policies that are in the best interests of the Kelowna Chamber of Commerce and its members.

**Confirmation of Understanding**

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**NOMINATION SUPPORT FORM**

**FOR 2020-2021 BOARD OF DIRECTOR APPLICANTS**

*We, the undersigned:*

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

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

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

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

*Both being Voting Members in good standing of the Kelowna Chamber of Commerce, 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 on the Board 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 one (1) year term, if elected.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Nominee’s Signature Date signed*

**APPLICATION DEADLINE**:

Nominations must be received at the Kelowna Chamber office by 4:30 pm – Monday February 3, 2020; sent to the attention of Dan Rogers, Executive Director: [dan@kelownachamber.org](mailto:dan@kelownachamber.org)