



2021 BOARD OF DIRECTORS

NOMINATION AND ELECTION GUIDELINES

Kelowna Chamber



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 expected skills and requirements of candidates.

The day you joined the Kelowna Chamber you joined a movement that has been in the making for more than 115 years and with your membership you became part of a community that's second to none for strength and connectivity. You also became a voting member which is a right and a responsibility. As such, electing representatives you trust to provide the passionate stewardship and sound decision-making at the governance level that the Board of Directors operates under, is an essential part of securing a vibrant future for the Kelowna Chamber of Commerce.





PART ONE: BOARD ELECTION



GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS

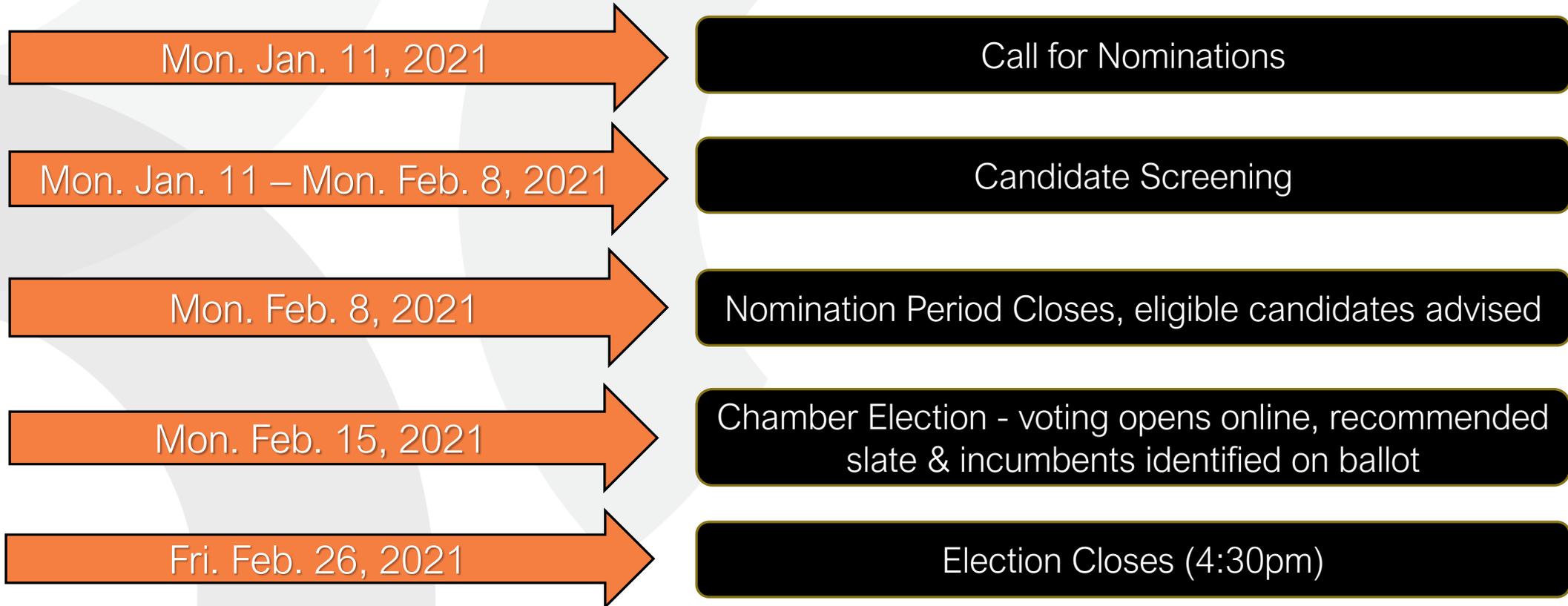
In 2021, members of the Kelowna Chamber of Commerce will directly elect three (3) table officers (President, Vice-President and Secretary) along with up to fourteen (14) Directors to the Board. The Kelowna Chamber is looking for candidates who have significant experience in areas relevant to the Chamber's 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, 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



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Tues. Mar. 2, 2021

New Board of Directors announced. Director orientation scheduled

Wed. Mar. 10, 2021

Kelowna Chamber Annual General Meeting (TBC)

Tues. Mar. 23, 2021

1st Meeting of Board

Fri. April 2, 2021

Presidents Dinner



PART TWO: THE PROCESS, GUIDELINES, & CANDIDACY SKILLS



CANDIDATE SKILLS & EXPERIENCE

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 2021, the Chamber will be particularly looking for candidates who:

- Come from the retail, construction, technology, or environmental 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 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 meeting in August or December). The first board meeting of the year is in March 2021 following the Annual General Meeting.
- ✓ Board meetings are usually scheduled for the fourth Tuesday of the month (7:30am-9:00am) online or 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 8, 2021 (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 Officers and 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

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- **NOVEMBER 2020** - Board Development Committee conducts an assessment of the Board, confirms incumbents, & reviews the skills/attributes and where there may be gaps.
 - **DECEMBER 2020** - The Board Development Committee affirms the 2021 nominations criteria, outlining the skills and experiences it believes to be most beneficial for candidates.
 - **JANUARY 2021** - Chamber members nominate candidates for the 2021 Election. The Board Development Committee recommends a slate for consideration of members.
 - **FEBRUARY 2021** - Members vote for three officer positions (President, Vice President, and Secretary) as well as Directors to serve on the Board from March 2021 to February 2022.

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. 8, 2021 (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 a member 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, 2021**.
- The Election will run online for members in good standing from **February 15 to February 26, 2021**. Candidates will be advised of the outcome within 48 hours after closing of voting.

SUMMARY: KEY DOCUMENTS

Nomination Package 2021

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 who support your nomination 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 word .doc to dan@Kelownachamber.org

SUMMARY: FOR FURTHER INFORMATION

If you are interested in running in the 2021 Board of Directors Election, we would suggest that you review:

- Current Chamber By-laws
- Chamber Conflict of Interest Form
- 2019 Kelowna Chamber of Commerce Annual Report
- Board of Directors Policy Manual

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

General Contact Information:

E: hello@kelownachamber.org

P: 250.861.3627

W: www.kelownachamber.org



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If you have any questions please contact:

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