



**BOARD OF DIRECTORS
APPLICATION
2024**

In accordance with the Bylaws and Policies of the Kelowna Chamber of Commerce, nominations for election to the Board of Directors are to be open to members in good standing one month prior to voting for elected positions on the Board of Directors. Nominees are encouraged to be aware of the following:

- A. The completed nomination application form along with your picture must be received by the Chamber as soon as possible but no later than 4:30 pm on **Thursday February 1, 2024** to be considered.
- B. Nomination forms will be reviewed by the Governance and Board Development Committee (The Committee) and interviews may be requested if time allows.
- C. The Committee will complete their review and make recommendations to the Board in accordance with Kelowna Chamber policy. Those candidates being recommended for the Board will be identified as such on the electronic ballot that will be sent to all members.
- D. All eligible candidate profiles will be posted on the Chamber website for the information of members.
- E. Online voting will take place between **Monday February 5, 2024** and **Friday February 16, 2024**.
- F. The results of the online voting will be tabulated on **Friday February 16, 2024** and the results of the voting will be put before members at the Annual General Meeting on **Thursday March 28, 2024**.
- G. Protecting your privacy and the confidentiality of your information over the Internet, on the telephone, or through our offices has always been fundamental to the way we do business at the Kelowna Chamber of Commerce. We respect the privacy of individuals who engage with the organization and only collect personal information related to the purpose identified. Any questions regarding the Chamber Privacy Statement and how personal information is handled can be answered by contacting the Chamber's designated Privacy Officer Colleen Clark, Director of Operations, at colleen@kelownachamber.org or by phone at 250-469-7355.

A Director of the Kelowna Chamber must be committed to leadership and is expected to perform specific duties within the business community. To provide you with insight regarding the responsibilities and commitments of an individual member of the Board of Directors, we are providing you with information on the responsibilities of Directors and background on the election process.

WHAT IS EXPECTED OF DIRECTORS?

The Kelowna Chamber has established criteria to guide the Board in determining which candidates should be recommended for election. This policy in part states that the Committee will recommend a slate of eligible candidates for consideration and that recommended candidates and incumbents will be identified on the ballot.

The bylaws mandate that any elected Director shall be a member in good standing, free of any conflict of interest and be willing and able to attend board meetings on a regular basis. In addition, it is highly desirable that candidates be familiar with the Kelowna Chamber's goals and objectives. Copies of the Chamber's bylaws, Board Policy Manual, and Board Strategic Plan are available upon request.



BOARD OF DIRECTORS APPLICATION 2024

Current involvement in a Chamber committee is an excellent way for a candidate to gain experience and demonstrate commitment. In addition, the Board recognizes that to be effective it should be diverse, inclusive, and represent as broad a range of industry sectors as possible. This is important for the Chamber Board to be effective, forward thinking, and provide worthwhile input to municipal, provincial, and federal regulators on a variety of issues.

Please give these matters your serious consideration while you are completing the enclosed **nomination form, the candidate's profile, and photo (jpeg or png file in electronic format)**. When you have completed the nomination package, please e-mail to the Kelowna Chamber office.

Candidate Name:

Organization:

Mailing Address:

Your Current Position/Title:

Phone (1) Work:

Phone (2) Cell:

E-Mail Address:

Chamber member name*

** Applicants must be a member in good standing 31 days prior to the nominations closing date of **Thursday Feb. 1, 2024 (4:30 pm)***

[Member in good standing is the status assigned to a member of the Kelowna Chamber of Commerce when their 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.]

In enhancing its focus on the principles of equity, diversity, and inclusion (EDI) the Kelowna Chamber seeks to have diverse representation and gender balance on the Board. As much as you feel comfortable, we ask you to complete the following information. This information helps us track our success in ensuring our Board is diverse, inclusive, and reflects all aspects of our community. Your response to these questions is not a driver in evaluating applicants to the Board and will be kept confidential. Skills, experience, and willingness to serve continue to be the main factors in evaluating applicants and ultimately all those eligible to run for a position on the board will appear on the ballot and members can vote for whomever they choose.

Age Range:

Gender:

Please check the box if you identify with an underrepresented group:

If you checked the box above and you wish to identify, please state which underrepresented group(s):

The Board of Directors are volunteers from diverse professional backgrounds who are elected for a one-year term to manage the affairs of the Board in accordance with the By-laws. Directors can be re-elected for eight consecutive terms.

Please submit this Board of Directors Application to the Kelowna Chamber of Commerce Governance & Board Development Committee c/o Dan Rogers, CEO by email dan@kelownachamber.org prior to 4:30 pm **Thursday February 1, 2024.**

Application Checklist:

- ✓ A high quality, **current digital professional headshot for use on our website.**
- ✓ 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:

****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 Director on the Kelowna Chamber of Commerce Board of Directors?**

****2. Please detail your experience in the areas of leadership, business planning (finance, strategic, long-term) and community Involvement**

****3. Have you volunteered with the Kelowna Chamber of Commerce before? If so, please explain.**

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 of Directors or governance (including committee) experience.

6. Please detail any experience you may have with the Kelowna Chamber's current strategic priorities of Advocacy, Equity Diversity & Inclusion, Member Valuation, and Organizational Excellence.

7. Do you anticipate any conflicts in attending monthly Board meetings usually held the last Thursday of the month and averaging 90 minutes in duration? (Please note that time and frequency of meetings are subject to change.

8. Please rate your experience from 1-3 in the following areas with 1 being low experience and 3 being extensive experience (Leave blank if none):

1 2 3

Advocacy (Government Relations)

Business Development

Communications

Equity, Diversity & Inclusion

ESG (Environment, Social and Governance) Compliance

Finance

Legal / Governance

Human Resources

Marketing

9. Please rate your experience in the following sectors from 1-3 in the following with 1 being low experience and 3 being extensive experience:

1 2 3

Aerospace

Agriculture

#

Construction

-

Financial

Health Care

Manufacturing

Marketing & Communications (including advertising and media)

Non-Profit

Real Estate/Development Retail Goods/Services Technology

Tourism/Hospitality

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 - which generally captures the expectations of Directors and members of the Kelowna Chamber Board:

Candidates must:

- > Be a Chamber Member in good standing for at least 31 days prior to the start of voting.
- > Not be a current employee or contractor with any Chamber or Board of Trade.
- > 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).

Candidates should

- > Have governance (Board/Committee) or executive level experience in a business or organization of similar or greater size/complexity to the Kelowna Chamber.
- > Have experience in a leadership position working in a team environment.
- > Understand the vision, mission, and values of the Kelowna Chamber.
- > Have the support of their employer to hold the position of Director.

Furthermore, Directors are expected to make best effort to:

- > Attend all Board meetings.
- > Attend the Board's Annual Retreat, estimated half day in length.
- > Participate in assigned Board Committee meetings.
- > Assist with efforts to help the Chamber grow. For example, identify and introduce potential new members, or invite non-members to Chamber events.
- > Promote the value proposition, work, programs, and events of the Chamber.

AFFIRMATION OF UNDERSTANDING OF EXPECTATIONS

In submitting this form, I affirm that 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.

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 and #2 will be made public. I understand the balance of the information on this application will only be accessed by necessary Kelowna Chamber of Commerce Board Development Committee members and my data will be held securely and will not be distributed to third parties.

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 2024-2025 BOARD OF DIRECTOR 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, hereby support the nomination of the following individual (who is also a Member in good standing at least 31 DAYS PRIOR TO THE START OF VOTING) 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 one (1) year term, if elected.

Nominee's Signature

Date Signed

DEADLINE:

Nominations must be received at the Kelowna Chamber office by

4:30 pm – Thursday February 1, 2024; sent to the attention of

Dan Rogers, Chief Executive Officer: dan@kelownachamber.org