



# 2024-25 BOARD OF DIRECTORS

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## NOMINATION AND ELECTION GUIDELINES

# ABOUT THE KELOWNA CHAMBER

*The day you joined the Kelowna Chamber, you joined a movement that has been in the making for **118 years**. With your membership you became part of a community that thrives through diversity and connectivity.*

*You also became a voting member, which is a right and a responsibility. Electing representatives whom 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 and inclusive future for the Kelowna Chamber.*

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## OUR VISION

To be the leading business organization in shaping a strong, sustainable, and diverse economy in the central Okanagan.

## OUR MISSION

We are a catalyst of innovation, ideas, and connections. We advocate, collaborate, and deliver programs that accelerate better business, success, and growth.

## OUR VALUES

- **ACCOUNTABILITY** - We are accountable to our members, stakeholders, and each other and demonstrate that by living our values.
- **COLLABORATION** - We are a catalyst in creating opportunities for members, businesses, and individuals to meet, learn, and grow.
- **CURIOSITY** - We are eager to learn and understand; our curiosity inspires innovation.
- **DEDICATION** - We understand remarkable things come by reaching beyond our grasp while staying focused on fulfilling our goals.
- **INCLUSIVITY** - We encourage inclusiveness, celebrate diversity, and strive to treat all fairly and equally.
- **INTEGRITY** - We are independent and apolitical; we are honest and transparent with members, stakeholders, and each other.

# GENERAL INFORMATION FOR THOSE THINKING ABOUT APPLYING FOR A POSITION ON THE BOARD OF DIRECTORS

In 2024, members of the Kelowna Chamber of Commerce will directly elect three (3) table officers (President, Vice-President, and Secretary) along with a minimum of eight (8) additional Directors. 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.

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* under the accreditation program established and maintained by the Canadian Chamber of Commerce and the National Accreditation Council.

# TABLE OFFICERS 2023-2024



**DAN PRICE**

*Chair 2023-2024*

*Sun Life Global Investments*



**MARYSE HARVEY**

*VP 2023-2024*

*MH2 Advisory Services*



**DEREK GRATZ**

*Secretary 2023-2024*

*UBC Okanagan*



**PAMELA PEARSON**

*Past Chair 2023-2024*

*Sentes Automotive*



# DIRECTORS 2023-2024



**Annika Betts**  
*Sandhill Winery*



**Patrick Bobyn**  
*Pushor Mitchell LLP*



**Daniel Bussiere**  
*Benewealth Strategies*



**Treena Carson-Piva**  
*Real Property Management*



**Aaron Dow**  
*Lawson Lundell LLP*



**Sarang Gokhale**  
*Mission Group*



**Amarjit Lalli**  
*TS Lalli Holdings*



**Paula Quinn**  
*KF Aerospace*



**Carmen Rempel**  
*Kelowna Gospel Mission*



**Curtis Tarapaski**  
*Acres Enterprises*



**Marina Warrender**  
*KPMG LLP*



**Chris Wills**  
*Venture Commercial Realty*



**Daniel Winer**  
*CHBA Central Okanagan*

# BOARD APPOINTEES 2023-2024 (Advisors)



**Maxine DeHart**

Councillor  
City of Kelowna



**Bill Gillett**

Dean  
OC School of Business



**Lisa Pastro**

Westbank First Nation



**Annika Kirk**

Okanagan School of  
Business  
Students Association

# ELECTION TIMELINE 2024

**Tuesday Jan. 2**

- Call for Nominations

**Jan.3 - Feb. 1**

- Candidate Screening

**Thursday Feb. 1**

- Nomination Period Closes (4:30pm)

**Monday Feb. 5**

- Chamber Election (voting opens online)

**Friday Feb. 16**

- Election Closes (4:30pm)

**Tues. Feb. 20**

- New Board of Directors Announced (Director orientation scheduled)

**Thurs. Mar. 28**

- Kelowna Chamber AGM (Ratification of election results)

**Thurs. April 25**

- 1<sup>st</sup> Meeting of 2024-2025 Board.

**Sat. April TBD**

- President's Dinner (Swearing in of Directors)

# CANDIDACY SKILLS & REQUIREMENTS

## Candidates must:

- > Have **experience at a senior governance (Board) or executive level** in a business or organization of similar or greater complexity to the Kelowna Chamber.
- > **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)
- > Be a **Chamber Member in good standing for at least the past 31 days** (preferably longer).

## Candidates should:

- > Have **experience in a leadership position** working in a team environment.
- > Have **previous governance** (Board/Committee) **experience**.
- > Have the support of their employer to hold the position of Director on the Chamber Board.

## Additionally:

To aid in ensuring a diversity of skills and business acumen on the Board the Chamber is seeking candidates with experience in the following sectors:

- > ESG (Environmental, Social, and Governance)
- > EDI (Equity, Diversity, and Inclusion)

The Chamber encourages young entrepreneurs and newcomers who wish to establish themselves as a business and/or community leader to apply for a position on the Board.



# GENERAL COMMITMENT EXPECTATIONS

Candidates should be able to fulfill the time commitment required of a Director.

**BOARD MEETINGS:** Board meetings are held 9 or 10 times a year. The first board meeting of the year is in April following the Annual General Meeting in March, which is the last official meeting of the previous term. Monthly Board meetings are typically scheduled for the last Thursday of the month and run approximately 90 minutes. Time, frequency, and method (in-person or virtual) of meetings is subject to change as determined by the Board.

**BOARD COMMITTEES:** Directors are expected to sit on at least one active Board Committee. Committees meet monthly or quarterly depending on the committee. Committee meetings average 60-90 minutes in duration.

**EVENTS/PROGRAMS:** Directors are expected to attend/promote the Chamber's signature events and programs such as Commerce Connex (monthly networking), Speaker Series (monthly luncheon), and the Business Excellence Awards (once per year).

Candidates should fully understand the commitment of a Director prior to applying (completing application package); if a potential candidate has a question about this commitment, they are strongly encouraged to contact the Chamber or discuss with a current Board Member.

# THE PROCESS:

## Next steps in running for a position on the Board

1. We strongly recommend you submit your completed application well in advance of deadline: **Thursday Feb. 1, 2024 @ 4:30pm**. This includes having two signatures of nominators who must be current members of the Chamber.
2. A high-resolution photo should be provided in advance so it can be included in our election materials. (The photo does not form part of the candidate assessment).
3. You may be contacted to for an interview with a member of the Board Development Committee which oversees the nomination and election process.
4. All Candidates who are screened and meet the requirements to hold office will be accepted and put forth for election.
5. The Board Development Committee shall present recommendations to members for Table Officers and Directors.

# THE PROCESS:

## Next steps in running for a position on the Board

6. You will be advised if you have met the criteria required to run for the Board and advised if you are recommended by the Board Development Committee prior to the election.
7. Recommended Candidates will be identified on the electronic ballot with a further reference noting if the candidate is an incumbent seeking re-election.
8. You can withdraw your candidacy for the Board at any time **prior to Monday Feb. 5, 2024**. If you still wish to run for election, please sign your acceptance of nomination form confirming your continued willingness.
9. All Members can cast their ballot for the Candidate of their choosing.
10. The Election (voting period) will run online for members in good standing from **Monday, February 5 to Friday, February 16, 2024**. All Candidates will be advised of the outcome within 48 hours after closing of voting.

# KEY DOCUMENTS

## Your completed 2024 Nomination Package should include:

1. Fully Completed Nominee Application Form
2. Completed checklist indicating skill set/experience and signature to affirm your understanding of the expectations.
3. 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.
4. High resolution headshot (*in electronic format*).
5. Any other information you think would help the Board Development Committee to evaluate your application.

email all completed documents to [dan@kelownachamber.org](mailto:dan@kelownachamber.org)

If you are interested in running in the 2024 Board of Directors Election, we suggest that you review:

- > Current Chamber By-laws
- > Board of Directors Policy Manual
- > Board Strategic Plan

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

*General Contact Information:*

*E:* [dan@kelownachamber.org](mailto:dan@kelownachamber.org) or [colleen@kelownachamber.org](mailto:colleen@kelownachamber.org) | *P:* 250.861.3627 | *W:* [www.kelownachamber.org](http://www.kelownachamber.org)

# KELOWNA CHAMBER BOARD OF DIRECTORS

## NOMINATION AND ELECTION GUIDELINES



If you have any questions, contact the Kelowna Chamber office.

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