



## 2021 - 2022 BOARD NOMINATION PACKAGE Process & Application Form

The Board Development Committee of Greater Vernon Chamber of Commerce in accordance with the organization's by-laws, is seeking candidates with established business, leadership, and advocacy expertise to join the Board of Directors for a one year term commencing September 15, 2021

We are pleased to provide this nomination package that outlines the expectations of Directors of the Greater Vernon Chamber of Commerce together with their role and responsibilities.

**IMPORTANT NOTE: Nominations close at 4:00pm on Tuesday June 15 ,2021.**

### NOMINATION CRITERIA

Directors represent and are accountable to the membership and as such are responsible for governing and overseeing the strategic direction of the Chamber. The effectiveness of your Chamber is directly dependent on the leadership and enthusiasm of the Board of Directors.

The Board Development Committee urges you to consider the following desirable qualities, some or all of which strong candidates for the Chamber Board of Directors should possess:

- Awareness and understanding of the role of the Chamber and a desire to support it.
- Awareness of the business and economic climate in Greater Vernon, BC, and Canada.
- Previous board experience serving in an advocacy, leadership or executive position.
- Sound entrepreneurial skills.
- Understanding of financial statements, management reports, and risk management.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- Past history of community involvement.

In addition, nominees must be Chamber members in good standing or representatives of Chamber members in good standing and must be endorsed by one other Chamber member in good standing.

If you have any questions about the process and/or associated information, please contact the Chamber office at 250.545.0771 or Email: [manager@vernonchamber.ca](mailto:manager@vernonchamber.ca)

2021 Nomination and Election Process Timeline	
<b>Date</b>	<b>Details</b>
June 01	Call for nominations sent out by staff.
June 01 – June 15	Nominations accepted by GM
June 16 – July 29	Candidates reviewed by Board Development committee
August 10 - 24	Online voting commences
September 15	Election held at AGM
September 15	Successful candidates announced

**ABOUT THE CHAMBER**

**Our Mission**

*The Greater Vernon Chamber of Commerce promotes economic prosperity for all.*

**Our Core Values**

Influential: We provide accountable leadership and advocacy

Service: We are a volunteer driven organization with members supporting members

Community: We connect and build relationships through a diverse network

Growth: We provide opportunities to strengthen businesses and organizations

**Governance**

The Chamber operates according to revised Bylaws that were approved by the membership in September 2013. The governance of the Chamber is vested in a Board of Directors of maximum 14 individuals elected by the membership and the immediate Past President.

**Director Responsibilities and Obligations**

It is with the help of community minded people such as you that the Chamber has been successful in its role to enrich the quality of the economic and civic well-being of the community as a whole. Outlined below are some of the responsibilities that come with the title of Director.

**ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:**

Board meetings are held every month at a mutually agreeable time and typically last an hour. (Last Thursday of each month at 8am-9am).

**ATTENDANCE AT CHAMBER FUNCTIONS:**

One of the reasons for an individual to join the Chamber is the networking opportunities that exist within the Business after Five and Breakfast/Luncheon meeting framework. Attendance by the Board of Directors shows support for the Chamber and gives members a chance to air views about Chamber operations, municipal affairs, business challenges, etc.

**DISCRETION AND CONFIDENTIALITY:**

A Director of the Greater Vernon Chamber of Commerce is often exposed to confidential information during in camera sessions at Board Meetings, during committee meetings, or in conversation with members, officials, other Directors, etc. Please be aware of the confidential nature of some information and respect that confidentiality. (Signed confidentiality agreement will be required)

**ORGANIZATION OF COMMITTEES:**

A Director may have, by appointment, a committee responsibility. Normally a Director is appointed Chair for a committee and is expected to drum up support by recruiting volunteers from the membership and Board of Directors. The President and/or Manager are members of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson. Terms of Reference for each Committee are included in the Board's Policy Manual.

**MEMBERSHIP RECRUITMENT:**

Directors are expected to promote the Chamber and be a source for leads on potential new members.

**KNOWLEDGE OF CURRENT EVENTS:**

Chamber of Commerce Directors are an important force in the growth of the community. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the President.

**AMBASSADOR OF GOODWILL:**

Chamber of Commerce Directors are sometimes asked to attend openings, cut ribbons, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

**A COMMITMENT OF TIME:**

A Director of the Greater Vernon Chamber of Commerce can expect to devote approximately –4-6 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual, can be much more extensive.

**Committees:**

Each board member also will participate in a committee of choice. At the moment the following committees are active:

Advocacy, Board Development, Governance

Communications Task Force

Business Ambassador (operations), Membership (operations)

### **MEDIA RELATIONS:**

Chamber Directors are regularly approached by the media for comment on current issues. The Chamber has a standing policy that the President, General Manager or a predetermined designate is the only acceptable media contact on any issue. When in doubt, defer to the President.

### **DIRECTOR'S CODE OF CONDUCT**

1. Although a Director may be drawn from a specific interest group, Directors as a whole must represent the interests of the entire membership.
2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
8. Directors shall know and adhere to the Chamber's governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
11. The Manager is responsible to the entire Board. Consequently, no single Director or committee has authority over the Manager.
12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.
13. Directors must resign if elected to public office (City Council, Regional District, Mayor, MLA, MP, and School District).
14. Directors shall conduct themselves in an ethical and professional manner at all times.

### **Introduction to Skills Matrix**

As part of the process surrounding seeking applications and recruiting new Directors to fill expired terms, candidates are asked to self-identify what competencies, background and skills the candidate would bring to the Chamber Board.

The Matrix of Skills and Representation below will ensure a skilled, balanced and high-performing Board is sustained for the future. Recruitment of Chamber Directors also includes the important consideration of such fundamental criteria as a stated commitment to the Chamber's organizational values, an absence of major conflict of interest, local reputation, high personal integrity, a track-record of achievement and dedicated commitment and focus to the necessary time required to serve on the Board.

Checklist #1 - Skills & Experiences

<b>SKILL/EXPERIENCE</b>	<b>COMPETENCY</b>	<b>Y</b>	<b>Some</b>	<b>N</b>
Board of Directors Experience	Experience in serving on public sector, private sector or not-for-profit boards.			
Business/Corporate Planning Experience	Experience in business/corporate planning for public sector, private sector or not-for-profit organizations			
Leadership Experience	Experience serving in a position of leadership.			
Committee Experience	Experience with serving on committees and teams.			
Strategic Planning and Implementation	Experience with planning, evaluation, and implementation of a strategic plan.			
Policy	Experience writing or researching policy			
Member Relations	Experience with member/customer relations management			
Communications	Experience with public relations for public sector, private sector, and not-for-profit boards.			
Human Resource/Executive Performance Review	Understanding of human resource/personnel considerations and issues for executive recruitment, compensation structures, and performance review			
Accounting Knowledge	Understanding of financial reporting, and knowledge of other considerations and issues associated with the assurance requirements			
Financial/Investment	Understanding of financial operational management and the proper application of internal controls			
Organizational Management	Understanding of organizational design and management for public sector, private sector or not-for-profit corporations.			
Economic Development	Understanding of factors influencing a region's economic development			
Marketing	Experience with branding, advertising and selling services			

**Checklist #2 - Balanced Representation-Mark the Category that best describes your business sector- You may select more than one category**

<b>REPRESENTATIVE CATEGORY</b>	<b>DEPTH AND CLARITY OF REPRESENTATION</b>	<b>Y</b>	<b>N</b>
Agri-value Industry	Active in the production, marketing and sales of primary food production, food ingredients, food processing, bio-fuels, and/or agricultural-related biotechnology etc.		
Manufacturing Industry	Active in the production, marketing and sales of manufactured goods - e.g. agricultural machinery, transportation equipment, mining and energy equipment etc.		
Professional & Service Industry	Active in the production, marketing, and sales of professional services, research and innovation services, or other consulting, training, or education services		
Natural Resources Sector	Active in the production, marketing, and sales of natural resources sector products.		
Tourism Sector	Active in the production, marketing, and sales of tourism related activities.		
Retail Sector	Active in retails sales activities		
Small business sector	Active in the ownership and management of a non-professional small business based in Greater Vernon		
Non-Profit Sector	Active in the management of a non-profit		
Other Representation			

<b>COMMITTEES</b>	<b>PURPOSE (select any you might be interested in)</b>	<b>Y</b>	<b>N</b>
Advocacy	Advocate for business through policy		
Board development	Ensure organizational effectiveness of the board		
Governance	Oversee chamber’s governance structure, review bylaws, policies		
Communications	To identify key messaging for current events and controversial topics, where no policy currently exists.		
Membership	Operational: oversee membership tiers, communicate value and monitor retention (New Committee)		
Business Ambassador	Welcome new businesses to the community (New committee)		

# 2021 Board of Directors Nomination Form

## Nominator

I, \_\_\_\_\_ of \_\_\_\_\_, a Chamber member in good standing, hereby nominate \_\_\_\_\_ to the Board of Directors of the Greater Vernon Chamber of Commerce.

Signed by \_\_\_\_\_

Please print name \_\_\_\_\_

## Nominee

I, \_\_\_\_\_ of \_\_\_\_\_, a member in good standing, having read and understood the requirements of the position of Director, agree to them and accept this nomination.

I understand there is a mandatory board orientation session scheduled for September 30<sup>th</sup> from 8am -1:00pm, location TBD

I have an interest in an executive position. Please circle, Vice President or Secretary-Treasurer. Term 2021-2022 Term 2022-2023 Term 2023-2024

Signed by \_\_\_\_\_

Date \_\_\_\_\_

- Each nomination must be signed by the Nominator and Nominee.
- Completed nominations must be received by the Chamber office by **Tuesday June 15<sup>th</sup>, 2021**
- Please include a short biography (approx. 150 words) for publication describing your experience and interests. This information will be published for the public and membership to view.
- Please email a small “jpeg” image of yourself to [manager@vernonchamber.ca](mailto:manager@vernonchamber.ca)
- Candidates will be expected to attend the **AGM** for the election and results scheduled for **Wednesday September 15, 2021**