



2018-2019 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 two-year term commencing September 12, 2018

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 Friday July 27,2018.

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 for a minimum of two years 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

2018 Nomination and Election Process Timeline	
Date	Details
June 25	Call for nominations sent out by staff.
June 25 – July 26	Nominations accepted by GM
July Quarterly Meeting	President advises of upcoming AGM & closes nominations
Aug 1 – Aug 12	Candidates reviewed by Board Development committee
August 12	Nominations Report submitted for AGM
September 12	Election held at AGM
September 12	Successful candidates announced

ABOUT THE CHAMBER

Our Mission

The Greater Vernon Chamber of Commerce advocates and promotes economic development and retention in our region. We provide leadership and encourage sustainable growth, prosperity and service excellence.

Advocacy

We work on behalf of our members to encourage public policy changes that cut red tape and keep business taxes fair and reasonable.

Benefits

We provide a variety of direct and in-direct benefits to our members such as extended health benefits for entrepreneurs and employees as well as exclusive member to member discounts that save businesses money.

Connections

We provide the platform to network and learn from other business leaders so businesses can increase efficiency, promote their products and services, drive sales and grow their business.

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 13 individuals elected by the membership and the immediate Past President who assumes an ex-officio role with the Board

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.

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

SKILL/EXPERIENCE	COMPETENCY	Y	N
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

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

2018 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.

Signed by _____

Date _____

- Each nomination must be signed by the Nominator and Nominee.
- Completed nominations must be received by the Chamber office by **Thursday, July 26, 2018**
- 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
- Candidates will be expected to attend the **AGM** for the election and results scheduled for **Wednesday September 12, 2018**

(Updated June 2018)