



## BOARD OF DIRECTORS APPLICATION FORM

**Candidate Name:**

**Organization:**

**Address:**

**Your Current Position and Title:**

**Phone Number(s):**

**E-Mail Address:**

**Current Chamber member?**

### Candidate Information

Briefly describe yourself under the following headings to a maximum of 150 words in each section:

Why do you want to be a board member with our Chamber?	This section will appear on our website to aid our members in voting
Please detail your experience in the areas of Leadership, Communication, Community Involvement, Business Planning (finance, strategic and long term planning)	This section will appear on our website to aid our members in voting
Other Association Memberships and/or Community Connections	
Previous Board of Directors experience using Carver model of governance.	Example of how you have assisted other organizations in developing their strategic objectives.
Please detail any experience you may have had dealing with business, political and social matters beyond those areas listed above.	
Do you anticipate any conflicts in attending Board meetings at 7:30am the fourth Thursday of the month?	

Have you volunteered with the Kelowna Chamber of Commerce previously?	This information will appear on the Chambers website as part of your profile			
Please rate your Experience from 1-4 in the following with 1 being low experience and 5 being high experience:	Low		High	
Management	1	2	3	4
Strategic Planning	1	2	3	4
Human Resources	1	2	3	4
Accounting/Finance	1	2	3	4
Marketing	1	2	3	4
Communications/Public Relations	1	2	3	4
Technology	1	2	3	4
Policy Advocacy/Government Relations	1	2	3	4
International Trade	1	2	3	4
Business Programs/Events	1	2	3	4
Fundraising	1	2	3	4

**Choose a business sector that you feel best represents your affiliation;**

\_\_\_ Small & Medium sized business

\_\_\_ Large Industry

\_\_\_ Agri Business

\_\_\_ Tourism Business

\_\_\_ Arts & Culture

\_\_\_ Social profit or NFP

\_\_\_ Technology

\_\_\_ Strategic Marketing

\_\_\_ Professional Business Service (state) \_\_\_\_\_

\_\_\_ Other (state) \_\_\_\_\_

## Expectations of Board Members:

It is imperative that potential Board members understand the expectations required to successfully serve in this role and that their employer supports the time and costs associated with fulfilling those expectations.

### Please read and fully consider the following List of Expectations:

- Be viewed and conduct oneself as a responsible corporate citizen.
- Be at least 18 years of age.
- Declare any conflicts of interest.
- Have the support of their employer to hold the position of Director for a 2-year term to a maximum of 8 years.
- Attend 9 Board meetings per year.
- Exercise best efforts to attend the signature events held by Kelowna Chamber of Commerce: Business Awards, Mayor's Address, golf tournament and the board's annual retreat.
- Often on short notice, politicians and dignitaries will offer to meet with Chamber Directors. Make best efforts to attend such events.
- Participate in or lead a task force to advance committee work or Chamber's strategic plan.
- Assist with efforts to help the Chamber grow. For example, identify and introduce potential new members.
- Consider holding a position on the Executive Committee, including the position of Chair.

### Which committee or task force work interests you?

Please indicate by marking the appropriate boxes,

- ☐ Membercare Committee – this committee evaluates membership value and identifies opportunities to increase member benefits.
- ☐ Strategic Direction Committee - ensures that the Chamber plans for key changes in its operating environment
- ☐ Policy Committee - consults with business and other groups to form provincial and federal advocacy policies and communicates with all levels of government to advance members' and current issues.
- ☐ Local Issues Committee – this group determines the Chamber's position on local issues and participates in community dialogues at a local level.
- ☐ Governance Committee – develops and reviews policy relating to governance.
- ☐ Women's Leadership Network – participates in network activities
- ☐ Young People in Business Committee – works to support activities to encourage opportunities for young people to be employed successfully in our region from graduation.

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 honor those expectations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Signature

Please submit Board of Directors Application Form to the Kelowna Chamber of Commerce Nominating Committee c/o Caroline Grover, CEO, by email [caroline@kelownachamber.org](mailto:caroline@kelownachamber.org) by **Wednesday, February 11<sup>th</sup> at 4pm.**

Your email should include;

- ✓ a high quality, current photo of head and shoulders for use on our website.
- ✓ the signatures of two Chamber members on your nomination support form (page four)

Thank you for your Application and if you have a question, contact Caroline at 250 469-7356.



### **Nomination Support Form for 2015-2016 BOARD OF DIRECTORS Applicants**

*We, the undersigned:*

\_\_\_\_\_  
*Print Name & Company*\_\_\_\_\_

\_\_\_\_\_  
*Print Name & Company*\_\_\_\_\_

*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) as a Director of the Kelowna Chamber of Commerce: (PLEASE PRINT)*

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_

#### **NOMINEE TO SIGN**

*I hereby agree to accept the nomination and am willing to serve and abide by the Bylaws of the Kelowna Chamber of Commerce for a two (2) year term, if elected.*

\_\_\_\_\_  
*Nominee's Signature*

#### **DEADLINE:**

Nominations must be received at the Kelowna Chamber office by 4 pm Wednesday February 11, 2015.  
Attention: Caroline Grover ([caroline@kelownachamber.org](mailto:caroline@kelownachamber.org))