

2022 BOARD OF DIRECTORS

NOMINATION AND ELECTION GUIDELINES

*Regional Consultations
with the Province of British Columbia
& Thompson-Okanagan Chambers*



Government of British Columbia
Representatives

INTRODUCTION

This handbook has two parts. Part One provides basic information about the Kelowna Chamber of Commerce and its Board of Directors Election. Part Two details the nomination process, election guidelines, and expected skills and requirements of candidates.

The day you joined the Kelowna Chamber you joined a movement that has been in the making for 115 years and with your membership you became part of a community that's second to none for strength and connectivity.

You also became a voting member which is a right and a responsibility. As such, electing representatives 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 future for the Kelowna Chamber of Commerce.



PART ONE: BOARD ELECTION



GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS

In 2022, members of the Kelowna Chamber of Commerce will directly elect three (3) table officers (President, Vice-President and Secretary) along with up to fourteen (14) Directors to the Board. 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.

"We exist to foster a positive business environment by providing members and the community with leadership, advocacy, and services of value"

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

GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS

Mon. Jan. 3, 2022

Call for Nominations

Mon. Jan. 3 – Fri. Feb. 4, 2022

Candidate Screening

Tues. Feb. 1, 2022

Nomination Period Closes, eligible candidates advised.

Mon. Feb. 7, 2022

Chamber Election - voting opens online, recommended slate & incumbents identified on ballot.

Fri. Feb. 18, 2022

Election Closes

GENERAL INFORMATION FOR NOMINEES FOR BOARD OF DIRECTORS

Weds. Mar. 2, 2022

New Board of Directors announced. Director orientation scheduled.

Weds. Mar. 16, 2022

Kelowna Chamber Annual General Meeting

Thurs. Mar. 24, 2022

1st Meeting of Board / Board Strategic Planning. (TBC)

Sat. April 2, 2022

President's Dinner – Swearing in of Directors. (TBC)

CURRENT OFFICERS



Jeffrey ROBINSON

President 2021-2022

Rush Ihas LLP



Dan PRICE

Vice President 2021-2022

*Emil Anderson
Construction*



Pamela PEARSON

Secretary 2021-2022

Sentes Automotive



Nikki CSEK

Past President 2021-22

Csek Creative

CURRENT DIRECTORS



Annika Betts
Sandhill Winery



Ellen Boelcke
KCR Community Resources



Patrick Bobyn
Pushor Mitchell LLP



Ron Cannan
Summerhill Winery



Treena Carson-Piva
Real Property Management



Mike Daigle
MNP LLP



Aaron Dow
Farris LLP

CURRENT DIRECTORS



Derek Gratz
UBC Okanagan



Maryse Harvey
MH2 Advisory Services



Dennis Keenan
Rogers for Business



Stewart Parke
Parke Pacific Projects



Marina Warrender
KPMG LLP



Chris Wills
Venture Commercial Realty

BOARD APPOINTEES (Advisors) 2021-2022



Maxine DeHart

Councillor
City of Kelowna



Bill Gillett

Dean
Okanagan School of Business



Steve Fosbery

Westbank First Nation
Economic Commission

PART TWO: THE NOMINATION PROCESS

ELECTION GUIDELINES, CANDIDACY SKILLS & REQUIREMENTS

We will be looking for candidates who:

- Have experience at a senior governance (Board) or executive level of a business or organization of similar or greater complexity to the Kelowna Chamber of Commerce,
- Have experience in a leadership position working in a team environment, and/or
- Have broad retail, or consumer experience in diverse sectors.

To increase diversity of skills and perspectives on the Board, in 2022, the Chamber will be particularly looking for candidates who:

- Come from the retail, manufacturing, or environmental sectors.

QUALIFICATIONS CRITERIA & ELIGIBILITY REQUIREMENTS

What else candidates need to be aware of:

- All candidates must be a Chamber member in good standing for at least the past 30 days (preferably for at least the last three years).
- Candidates should have previous governance experience on a board or association.
- Candidates should not be a current employee or contractor with any Chamber or Board of Trade.
- Candidates should 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).

QUALIFICATIONS CRITERIA & ELIGIBILITY REQUIREMENTS

What else candidates need:

Candidates must be able to fulfill the **time commitment** required of a director on the Board for the Kelowna Chamber.

- > Board meetings are held 10 times a year (no Board meeting in August or December). The first board meeting of the year is in March 2022 following the Annual General Meeting.
- > Board meetings are scheduled for the fourth Thursday of the month (7:30am-9:00am).
- > Directors are expected to sit on at least one Board Committee. Committees meet either monthly or quarterly depending on the committee.
- > Special task forces can be created from time to time by the Board with Directors appointed.



REQUIRED INFORMATION FOR CANDIDATES FOR DIRECTOR

Candidates MUST:

1. Fully understand the expected commitment of being a Director prior to submitting an application (nomination package) and are encouraged to engage either the President or the Executive Director to learn more about the organization.
2. Submit completed Nomination Package no later than **Tuesday February 1, 2022 (4:30 pm)** including having two signatures of nominators who must be current members of the chamber and in good standing.
3. Sign your acceptance of nomination form (confirming your willingness to run in the Board election).

NOMINEE INFORMATION

NOMINATION PROCESS:

- All Candidates that are screened and meet the requirements to hold office will be accepted and put forth for election.
- The Board Development Committee shall present recommendations to members for Table Officers and Directors.
- These recommended Candidates will be identified on the electronic ballot with an asterisk * with a further (I) noting if the candidate is an incumbent and is seeking re-election.
- Members can cast their ballot for the Candidate of their choosing.

SUMMARY: THE PROCESS

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- **NOVEMBER 2021** - Board Development Committee conducts an assessment of the Board and reviews the skills and attributes that exist and where there are gaps.
 - **DECEMBER 2021** - The Board affirms the 2022 nominations criteria, outlining the skills and experiences it believes to be most beneficial for candidates.
 - **JANUARY 2022** - Chamber members nominate candidates to stand in the 2022 Board of Directors Election.
 - **FEBRUARY 2022** - Members vote for the three officer positions and up to fourteen (14) Directors to serve on the Board from March 2022 to February 2023.

SUMMARY: WHAT HAPPENS NEXT

Next steps if you are interested in running for a position on the Board:

- We strongly recommend you submit your **completed application well** in advance of deadline: **Tuesday Feb. 1, 2022 (4:30 pm)**
- A high resolution photo (electronic image) should be provided in advance of Feb. 1 so that it can be included in our election materials. The photo does not form part of the candidate assessment.
- If you exhibit the skills, experience, and other attributes that the Chamber's Board is looking for, we may contact you to arrange an interview with a member of the Board Development Committee that is charged with overseeing the nomination and election process.
- You will be advised if you have met the criteria required to run for the Board and also advised if you are to be recommended by the Board Development Committee prior to the election.
- You can decide to withdraw your candidacy for the Board at any time prior to **February 4, 2022**.
- The Election will run online for members in good standing from **Monday February 7 to Friday February 18, 2022**. Candidates will be advised of the outcome within 48 hours after closing of voting.

SUMMARY: KEY DOCUMENTS

Nomination Package 2022

Your completed package should include:

- > Completed questionnaire (questions 1 through 9)
- > Completed checklist indicating skill set/experience and signature to affirm your understanding of the expectations.
- > 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.
- > Any other information you believe would be helpful for the Board Development Committee to evaluate your application.

Electronic submission is preferred. Send completed .doc to dan@Kelownachamber.org

SUMMARY: FOR FURTHER INFORMATION

If you are interested in running in the 2022 Board of Directors Election, we would suggest that you review:

- Current Chamber By-laws
- Chamber Conflict of Interest Form
- 2019 Kelowna Chamber of Commerce Annual Report
- Board of Directors Policy Manual

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

General Contact Information:

E: hello@kelownachamber.org

P: 250.861.3627

W: www.kelownachamber.org



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If you have any questions contact the Chamber office.