



# BOARD OF DIRECTORS APPLICATION

2025



## Serving on the Kelowna Chamber Board of Directors

The Kelowna Chamber (the Chamber) plays a pivotal role in advocacy for local businesses and fostering economic growth in the Central Okanagan. Board members are instrumental in guiding its vision, setting strategic priorities, providing oversight and supporting initiatives that make Kelowna a thriving place to live and do business.

We seek passionate individuals eager to make a difference by bringing valuable expertise to help us advance the Chamber's mission. We invite dedicated candidates to explore this opportunity to shape the future of the Kelowna Chamber and our business community.

Serving on the board offers meaningful teamwork and networking opportunities, though it requires a strong understanding of governance responsibilities, including fiduciary duties, due diligence, and a commitment to community engagement. We encourage you to familiarize yourself with these requirements before applying, which may include reaching out to a current Board member for insights.

This document presents key information about the Chamber's board Election process and timeline as well as the requirements and responsibilities of individual directors. Please reach out with any questions as you consider joining our team. By contacting [nominations@kelownachamber.org](mailto:nominations@kelownachamber.org)

## 1. 2025 – 26 Board Term Requirements, Process and Timeline

### Requirements

In accordance with the Bylaws and Policies of the Kelowna Chamber of Commerce, nominations for election to the Board of Directors are to be open to members in good standing. Applicants must also be free of any conflict of interest and willing and able to attend board meetings on a regular basis. In addition, it is highly desirable that candidates be familiar with the Chamber's goals and objectives. Copies of the Chamber's bylaws, Board Policy Manual and the 2024 – 27 Strategic Plan are all available on our website [here](#) or by request from [hello@kelownachamber.org](mailto:hello@kelownachamber.org)

### Process and timeline

- > The completed nomination application form along with a recent headshot (in jpeg or png file in electronic format) must be received by the Chamber as soon as possible but no later than 4:30 pm on **Friday February 14, 2025**, to be considered.
- > Nomination forms will be reviewed by the Governance and Board Development Committee (The Committee) and interviews may be requested.
- > The Committee will complete their review and make recommendations to the Board in accordance with Kelowna Chamber policy. Candidates recommended for the Board will be identified as such on the electronic ballot.
- > All eligible candidate profiles will be posted on the Chamber website.
- > Online voting will take place between **Monday February 24, 2025**, and **Monday March 10, 2025**.
- > The results of the online voting will be tabulated on **Tuesday March 11, 2025**, and the results of the voting will be put before members at the Annual General Meeting on **Wednesday April 2, 2025**.

## Protection of Personal Information

Protecting applicants' privacy and the confidentiality of personal information over the Internet, on the telephone, or through our offices is fundamental to the way we do business at the Chamber. We respect the privacy of individuals who engage with the organization and only collect personal information related to the purpose identified. Any questions regarding the Chamber Privacy can be answered by contacting the Chamber's designated Privacy Officer Colleen Clark, Director of Operations, at [colleen@kelownachamber.org](mailto:colleen@kelownachamber.org) or by phone at 250-469-7355.

## 2. Recommended Candidates' Selection Criteria

The Kelowna Chamber Board is composed of volunteers from various backgrounds who are elected for a one-year term to manage the affairs of the Board in accordance with the Chamber bylaws. Directors can be re-elected for up to eight consecutive terms.

The Chamber has established criteria, including a background and competencies matrix, to guide the Board in determining candidates to be recommended for election. Consistent with Chamber policy, the Board will recommend a slate of eligible candidates for the members' consideration. Recommended candidates and incumbents will be identified on the ballot.

The Board recognizes that to be effective and forward-thinking, it should include a wide diversity of backgrounds and represent a broad range of competencies and industry sectors. Please give these matters due consideration while completing the enclosed questionnaire.

## 3. List of Expectations of a Kelowna Chamber of Commerce Director

It is important for potential Board members to fully understand the expectations required for them to serve successfully in this role. Please consider the following list of requirements and expectations:

### **Candidates must:**

- > Be a Chamber member in good standing prior to the closure of nominations on February 14, 2025.
- > 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).
- > Have the flexibility or full support of their employer for the time and potential costs associated with fulfilling the role.

### **Candidates should:**

- > Have governance (Board and/or Committee) or executive-level experience in a business or organization of similar or greater size/complexity to the Kelowna Chamber.

- > Have experience in a leadership position working in a team environment.
- > Understand and believe in the Vision, Mission, and Values of the Kelowna Chamber.
- > Understand not-for-profit board fiduciary duties.

**Furthermore, Directors are expected to make the best effort to:**

- > Attend all Board meetings.
- > Attend the Board’s annual retreat.
- > Participate in assigned committee meetings.
- > Attend Chamber events.
- > Assist with efforts to help the Chamber grow. For example, identify and introduce potential new members, or invite non-members to Chamber events.
- > Promote the value proposition, work, programs and events of the Chamber.

## 4. Candidate Information

Please complete the below fields.

**Candidate Name:**

**Membership Organization:**

**Mailing Address:**

**Your Current Position/Title:**

**Phone (1) Work:**

**Phone (2) Cell:**

**E-Mail Address:**

**Chamber member name\***

*\* Applicants must be a member in good standing prior to the nominations closing date of **Friday Feb. 14, 2025 (4:30 pm)***

*[Member in good standing is the status assigned to a member of the Kelowna Chamber of Commerce when their organization is current on Chamber membership fees and payments. The term is construed under ordinary rules and with reference to the by-laws and constitution of the Kelowna Chamber of Commerce.]*

### Diversity of backgrounds, gender and competencies

The Chamber seeks to have diverse representation and gender balance on the Board. As much as you feel comfortable, we ask you to complete the following information. This information helps us track our success in ensuring our Board is diverse, inclusive and representative of our business community. **Please note that responses to these questions are not a driver in evaluating applications and will be kept confidential.** Skills, experience, and willingness to serve continue to be the main factors in evaluating applicants and ultimately all those eligible to run for a position on the Board will appear on the ballot. Members can vote for whoever they choose.

Age Range:  20-34     35-49     50-64     65+

Gender: [       ]

Please check the box if you identify with a traditionally underrepresented group within the Chamber:

Yes                   No

If you checked the box above and you wish to identify, please state which underrepresented group(s):

- Indigenous Peoples
- 2SLGBTQI+
- Persons of colour and members of racialized communities
- Persons with different cultural backgrounds
- Persons living with visible and/or non-visible disabilities

## 5. Candidate Profile

Describe your professional background under the following headings to a maximum of 250 words in each section

**\*\* The information requested below (#1-3) will appear on the Chamber’s website as part of your Candidate profile, along with the headshot photo requested on page 1.**

**\*\*1. State your motivation/s for joining the Kelowna Chamber Board of Directors?**

**\*\*2. Detail your business and leadership experience and community involvement. Describe the main skills and competencies you would bring to the Chamber Board.**

**\*\*3. List your previous Board or Governance (including committee) experience or if you volunteered with the Kelowna Chamber before. If so, please provide context.**

Answers to questions #4-9 are for Chamber internal review purposes only.

**4. List any other association memberships and/or community connections and activities.**

**5. Please detail an experience you may have with the Kelowna Chamber's current strategic priorities of advocacy, member valuation, and operational excellence.**

**6. State your previous involvement, if any, with initiatives aiming at implementing Equity, Diversity and Inclusion or ESG (Environment, Social Responsibility and Governance) measures.**

7. Do you anticipate any conflicts in attending bi-monthly Board Meetings usually held the last Wednesday of the month averaging 2.5 hours in duration? (Please note that the time and frequency of meetings are subject to change).

8. **Competencies: please rate your experience from 1-3 in the following areas of expertise with 1 being low experience and 3 being extensive experience (leave blank if none):**

	<b>Low</b>	<b>Extensive</b>	
Advocacy /Government Relations	1	2	3
Business Development	1	2	3
Communications/Public Relations/Marketing	1	2	3
Equity, Diversity & Inclusion	1	2	3
ESG (Environment, Social and Governance) Compliance	1	2	3
Finance / Accounting	1	2	3
Legal	1	2	3
Small Medium Enterprise Ownership	1	2	3
Human Resources	1	2	3
Social Enterprise / Charity	1	2	3
Non- profit management	1	2	3
Strategic planning	1	2	3
Technology / Artificial Intelligence	1	2	3

9. **Sector Exposure: please rate your experience in the following sectors from 1-3 in the following with 1 being low experience and 3 being extensive experience:**

	<b>Low</b>	<b>Extensive</b>	
	1	2	3
Aerospace	1	2	3
Agriculture	1	2	
Arts & Culture	1	2	3
Charity, Social Enterprise	1	2	3
Communications, public relations, advertising	1	2	3
Construction	1	2	3
Education / Training	1	2	3
Financial services, insurance	1	2	3
Health Care and social assistance	1	2	3
International Trade	1	2	3
Manufacturing	1	2	3
Real Estate/Development	1	2	3
Retail trade or services	1	2	3
Technology	1	2	3
Tourism/Hospitality	1	2	3
Viticulture	1	2	3



**6. Application Form Submission**

Please submit this application to the Kelowna Chamber of Commerce Governance and Board Development Committee [nominations@kelownachamber.org](mailto:nominations@kelownachamber.org) prior to 4:30pm Friday February 14<sup>th</sup>, 2025.

**Application checklist:**

- ✓ A high quality, current digital headshot for use on our website.
- ✓ Responses to questions 1-9.
- ✓ The signatures of two Chamber members on your nomination support form.

**7. Affirmation of Understanding the Expectations**

In submitting this form, I affirm that 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 honour those expectations to the best of my abilities.

I agree to my details being used for the purposes of The Kelowna Chamber of Commerce Board of Directors nomination process. My name, photo, and answers to questions #1 and #2 will be made public. I understand the balance of the information on this application will only be accessed by necessary Kelowna Chamber of Commerce Board Development Committee members and my data will be held securely and will not be distributed to third parties.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature



# BOARD OF DIRECTORS APPLICATION 2025

## NOMINATION SUPPORT FORM FOR 2025-2026 BOARD OF DIRECTOR APPLICANTS

We, the undersigned:

1. Print Name & Company \_\_\_\_\_

Signature: \_\_\_\_\_

2. Print Name & Company \_\_\_\_\_

Signature: \_\_\_\_\_

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 PRIOR TO THE START OF VOTING) as a Nominee for Director of the Kelowna Chamber of Commerce: (PLEASE PRINT)

NAME \_\_\_\_\_

### NOMINEE TO SIGN

I hereby agree to accept the nomination and am willing to serve and abide by the By-laws of the Kelowna Chamber of Commerce for a one (1) year term, if elected.

\_\_\_\_\_

Nominee's Signature

\_\_\_\_\_

Date Signed

**DEADLINE:**  
Nominations must be received at the Kelowna Chamber office by  
**4:30 pm – Friday February 14, 2025**  
sent to the attention to [nominations@kelownachamber.org](mailto:nominations@kelownachamber.org)  
If you have questions, please contact George Greenwood at [george@kelownachamber.org](mailto:george@kelownachamber.org)