2017-2018 BOARD NOMINATION PACKAGE
Process & Application Form

The Nominations Committee of Greater Vernon Chamber of Commerce (Chamber), in accordance with the organization's by-laws, is seeking candidates with established business, leadership, and advocacy expertise to join the Board of Directors (Council) for a one-year term commencing October 4, 2017

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 September 8, 2017.

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 Nominations Committee chaired by Past President Tracy Cobb-Reeves 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.
- Well developed faculty for critical analysis.
- 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 two Chamber members 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: info@vernonchamber.ca

2017 Nomination and Election Process Timeline	
Date	***Details***
July Quarterly Meeting	President advises of upcoming AGM & calls for nominations
August	Call for nominations sent out by staff.
August 1 – Sept. 8	Nominations accepted by GM or Chair of Nominations Committee
Sept. – Sept. 22	Candidates reviewed by Nominations Committee
September 22	Nominations Report submitted for AGM
October 4, 2017	Election held at AGM
October 4, 2017	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.

Our reason for being can be summarized by the phrase, *"It's as simple as A - B - C."* Like Chambers throughout the world, we believe that in order to have a thriving economy the business community needs to have a voice, a competitive edge and work together. That's why we focus on the following areas:

Advocacy

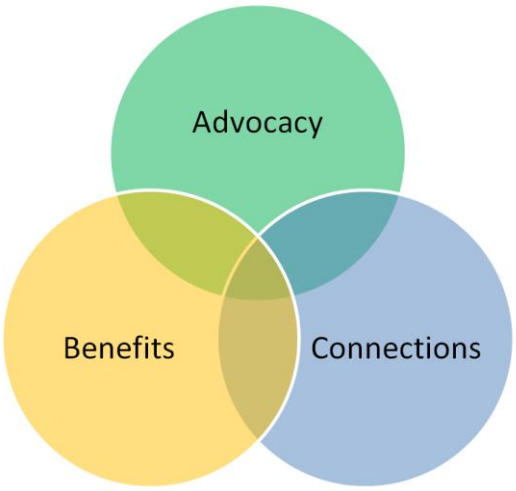
We work on behalf of our members to encourage public policy changes that cut red tape and keep business taxes fair and reasonable.

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.



Board Priority Areas

The Board of Directors adopted a three-year strategic plan in the spring of 2017. The plan was developed following engagement with members and various stakeholders followed by discussion by the Strategic Planning Group of the Board which also reviewed past research and strategic planning efforts.

The adopted plan centers on three strategic goals (Key Priority Areas). For each goal, objectives have been developed which will be used to measure progress being made. These objectives have been drafted by applying the approach referred to as SMART (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime defined).

There are timelines attached to each objective. It is also expected that reporting to members will occur at fiscal year-end through GVCC's Annual Report. For a copy of this plan please contact the Chamber office at 250.545.0771.

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 (Council).

2017 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 **Friday Sept. 8, 2017.**
- 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 info@vernonchamber.ca
- Candidates will be expected to attend the **AGM** for the election and results scheduled for **Wednesday October 4, 2017**.

Director Responsibilities and Obligations

Congratulations on accepting the nomination to the Board of Directors for the Greater Vernon Chamber of Commerce. 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 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.

Please use the following two Checklists to personally rate your experience level in each category, **with 1 being low and 5 being a high level of experience, knowledge and appropriate representation**.

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	1	2	3	4	5
Board of Directors Experience	Experience in serving on public sector, private sector or not-for-profit boards. Experience with good governance policies.					
Business/Corporate Planning Experience	Experience in business/corporate planning for public sector, private sector or not-for-profit boards.					
Leadership Experience	Experience serving as a Committee Chair, or in other positions of leadership.					
Committee Experience	Experience with serving on committees and teams.					
Strategic Planning and Focus	Experience with planning, evaluation, and implementation of a strategic plan. This includes a demonstrated ability to focus on longer term goals and strategic outcomes, as separate from day-to-day management and operational experience.					
Government and Member Relations	Experience in strategic government relations and/or member/customer relations management and effective communications 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 among public sector, private sector or not-for-profit boards					
Accounting Knowledge	Understanding of financial reporting, and knowledge of other considerations and issues associated with the auditing requirements for public sector, private sector or not-for-profit boards.					

SKILL/EXPERIENCE	COMPETENCY	1	2	3	4	5
Financial/Investment	Understanding of financial operational management and the proper application of internal controls for public sector, private sector or not-for-profit boards.					
Risk Assessment	Experience in the process of identifying principal risks and to ensure that management has implemented the appropriate systems to manage risk.					
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

REPRESENTATIVE CATEGORY	DEPTH AND CLARITY OF REPRESENTATION	1	2	3	4	5
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					
Other Representation	Self identified other representation					

Submitted by: _____Organization: _____

Signature:_____ Date: _____

(Updated July 26, 2017)