



## Opportunity to Join a Chamber Committee

The Chamber has a number of active and engaged committees that report to our Board of Directors. A key reason for the success of our board committees is the involvement of our Chamber members as volunteer committee members.

Each year there are a few openings on our committees for new members. We are recruiting now for members who will be available starting on January 1, 2021 for at least a two year term.

Please see the terms of reference for each committee to learn more about its work or visit our website at [www.victoriachamber.ca/chamber](http://www.victoriachamber.ca/chamber)

### All committees have the following requirements of their committee members:

- You've been a member of The Chamber for one year
- You understand the role of The Chamber
- You're able to commit to the time requirements of your respective committee
- You work effectively as a member of a group

If you don't fit the parameters above but want to be involved, we do offer opportunities to volunteer at events and various Chamber activities throughout the year, just [click here](#).

### Here are our committees:

(Click on the link to see the full terms of reference for each committee)

1. The Ambassador Committee is a dedicated team of members of The Chamber from various professional backgrounds who serve as liaison to foster meaningful participation and connection-building as a way of increasing member engagement.

#### Additional Criteria for Ambassadors:

- Understanding of the value of chamber membership including benefits and opportunities
- Connections to the regional business community
- Outgoing, friendly and professional personality
- Ability to represent The Chamber and connect with members in a diplomatic, helpful and proactive manner.

#### Time requirements:

Attend committee meetings once a month from 7:30 – 9:00 on dates determined by the chair. Be available to make phone calls, meet with new members, attend Chamber events and conduct other outreach to members as required.

## 2020 Greater Victoria Chamber Committee Application

2. The Finance and Audit Committee ensures that the financial responsibilities of The Chamber Board of Directors are attended to with Board oversight and ensures the financial integrity of The Chamber.

Additional criteria for Finance and Audit Committee:

- Financial management credential (e.g. accountant; financial executive; financial advisor; budget manager)
- Experience managing a budget or financial portfolio
- Knowledge of financial requirements for not-for-profits is an asset

Time requirements: Attend monthly meetings from 7:30 – 9:00 or lunch meetings on dates determined by the chair. Read financial information provided in advance.

3. The Prodigy Group is a committee of The Chamber. Its membership is a diverse network of emerging professionals who reside in the Greater Victoria Area. Through The Chamber, it provides its members the opportunity to connect with likeminded individuals and to effect positive change in Victoria.

Additional criteria for Prodigy Group:

- Emerging professional
- Able to contribute skills required to delivery Prodigy mandate.

Time requirements: Attend monthly meetings from 7:30-9:00 on dates determined by the chair. Attend Prodigy Group events. Provide skills and time to complete any projects you commit to.

4. The Public Policy and Advocacy Committee is a committee of The Chamber. Its purpose is to provide early input to the advocacy priorities of the Board so as to constructively influence public policy in support of the Greater Victoria business community.

Additional criteria for Public Policy and Advocacy Committee Members:

- Ability to act in a non-partisan manner during committee meetings
- Demonstrated awareness of issues of concern to the regional business community and membership
- Knowledge of public policy processes, government decision-making and the difference between local, provincial and federal levels of government is an asset

Time requirements: Attend monthly meetings from 7:30 – 9:00 am on dates determined by the chair. Read agenda material in advance.

The opportunity to apply for any of the above committees will be open from August 28 – Oct 11<sup>th</sup>, 2020.

Please contact [communications@victoriachamber.ca](mailto:communications@victoriachamber.ca) if you have any questions.

At the end of the application period, the chair of the committee will review your application. You will be contacted by e-mail or phone.

If you are interested in being a member of a committee please complete the appropriate Chamber Committee Member Application Form below:

- Ambassadors
- Finance & Audit Committee
- Prodigy Group
- Public Policy and Advocacy Committee



GREATER VICTORIA  
CHAMBER OF COMMERCE

## Ambassadors Application

Date \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Business Name of Chamber Member: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you've been a member of The Chamber	

***Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.***

You're able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
You understand the role of The Chamber and value of chamber membership including benefits and opportunities	
You have connections to the regional business community	
You are able to represent The Chamber and connect with members in a diplomatic, helpful and pro-active manner.	
You have an outgoing, friendly and professional personality	

For more information about terms of reference, or for submitting your completed form, email [communications@victoriachamber.ca](mailto:communications@victoriachamber.ca)



GREATER VICTORIA  
CHAMBER OF COMMERCE

## Finance & Audit Committee Application

Date \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Business Name of Chamber Member: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you've been a member of The Chamber	
Confirm that you not currently employed by The Chamber's auditor or insurance or investment portfolio provider	

***Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.***

You understand the role of The Chamber	
You're able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
Understanding of the value of chamber membership including benefits and opportunities	
You have a strong knowledge or background in accounting, finance, non-profit management	
Ability to read financial reports, annual audits and investment statements	

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[communications@victoriachamber.ca](mailto:communications@victoriachamber.ca)



GREATER VICTORIA  
CHAMBER OF COMMERCE

## Prodigy Group Committee Application

Date \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Business Name of Chamber Member: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you've been a member of The Chamber	
Which of your skills/strengths will best help the work of The Prodigy Group	

***Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.***

You understand the role of The Chamber	
You're able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
You understand the role of The Chamber and value of chamber membership including benefits and opportunities	
You are an emerging professional in the regional business community	
You are able to represent The Chamber and connect with members in a diplomatic, helpful and pro-active manner.	
You have an outgoing, friendly and professional personality	

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GREATER VICTORIA  
CHAMBER OF COMMERCE

## Public Policy & Advocacy Committee Application

Date \_\_\_\_\_

First and Last Name: \_\_\_\_\_

Business Name of Chamber Member: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you've been a member of The Chamber	
Are you an elected official or working/affiliated with one in an official capacity?	
Which of your skills/strengths will best help the work of the committee	

***Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.***

You understand the role of The Chamber	
You're able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
You act in a non-partisan manner in meetings	
You possess an awareness of issues of concern to the regional business community and membership	
You have a knowledge of public policy processes, government decision-making and the difference and responsibilities of local, provincial, federal and international levels of government	

For more information about terms of reference, or for submitting your completed form, email [communications@victoriachamber.ca](mailto:communications@victoriachamber.ca)