

## **BOARD OF DIRECTOR APPLICATION for October 2023 to March 2025**

### **INTRODUCTION**

Thank you for applying for a Director's seat with Penticton & Wine Country Chamber of Commerce's Board. The Board of Directors are comprised of volunteers from diverse professional backgrounds who manage the affairs of the Board in accordance with the Chamber bylaws. This Governance Board's multiple skill sets ensure the Chamber's long-term health and success, setting a tone for organizational effectiveness, innovation and vision. The Directors have their pulse on regional and national trends and help us to support thriving local economic conditions.

Applicants must be an owner or employee of a member organization that is in good standing prior to the closing date on Monday, October 30, 2023, and were not an employee of the Chamber for 2 years before that date.

### **EXPECTATIONS FOR BOARD MEMBERS**

It is critical that potential Board members understand the expectations required for them to serve successfully in this role. It is also vital that their employer supports the time and potential costs associated with fulfilling these expectations.

Please read and consider the following List of Expectations:

- Be viewed as and conduct oneself as a responsible corporate citizen.
- Be at least 19 years of age.
- Adhere to all policies of the Chamber Board.
- Declare any conflicts of interest.
- Attend a minimum of 10 monthly board meetings per year, taking place from 8:00am – 9:30am.
- Be an active member on at least one committee – committee meetings generally take place online during business hours.
- Must attend governance training workshop (unless you have already received previous training with the Chamber or on another board within the past 4 years).
- Exercise best efforts to attend the signature events held by Penticton & Wine Country Chamber of Commerce (Business Excellence Awards, Golf Classic, Annual General Meeting).
- Assist with efforts to help the Chamber grow. For example, identify and introduce potential new members, or invite a non-member to a Chamber event.

## CANDIDATE INFORMATION

Please submit your completed Board of Directors nomination package via email ONLY to the Penticton & Wine Country Chamber of Commerce, c/o Michael Magnusson, Executive Director at: [mmagnusson@penticton.org](mailto:mmagnusson@penticton.org) prior to 4pm on Monday, October 30, 2023. Late applications will not be processed.

## APPLICATION CHECKLIST

- Completed Board of Directors Application Form.
- Completed responses to questions 1-4.
- Signature of ONE Chamber member in good standing on nomination support form.
- High quality, current digital headshot for use on Chamber website & marketing.
- Read Board of Directors Obligations & Responsibilities, Code of Conduct, and Bylaws.

## BOARD OF DIRECTORS APPLICATION FORM

### **Applicant's Information:**

Name:

Mailing Address:

Telephone:

Email:

### **Business / Organization Applicant Owns / Works for:**

Name:

Address:

Telephone:

Website:



**4. Please check all that apply to you:**

Background and Skills:

- |   |   |
|---|---|
| <input type="checkbox"/> Prior involvement in Chamber           | <input type="checkbox"/> Experience on a governance board |
| <input type="checkbox"/> Experience on a committee              | <input type="checkbox"/> Capacity for critical analysis   |
| <input type="checkbox"/> Collaboration and interpersonal skills | <input type="checkbox"/> High ethical standards           |
| <input type="checkbox"/> Leadership experience                  | <input type="checkbox"/> Financial acumen                 |
| <input type="checkbox"/> Strategic planning                     |   |

Business / Professional Background:

- |   |  |
|---|--|
| <input type="checkbox"/> Accommodations                     | <input type="checkbox"/> Agricultural and farm retail              |
| <input type="checkbox"/> Automotive and mechanical          | <input type="checkbox"/> Education or healthcare                   |
| <input type="checkbox"/> Financial - accounting or banking  | <input type="checkbox"/> Real estate or property management        |
| <input type="checkbox"/> Food and beverage (incl. wineries) | <input type="checkbox"/> General or personal (consulting) services |
| <input type="checkbox"/> Human resources                    | <input type="checkbox"/> Information technology                    |
| <input type="checkbox"/> Legal – lawyer, notary             | <input type="checkbox"/> Manufacturing or Industrial               |
| <input type="checkbox"/> Not-for-profit                     | <input type="checkbox"/> Rentals and leasing                       |
| <input type="checkbox"/> Seasonal and special events        | <input type="checkbox"/> Trades and construction                   |
| <input type="checkbox"/> Transportation and warehousing     |  |

Experience with Size of Business:

- Small / local (ie: entrepreneur)
- Small / multiple locations
- Medium / local
- Medium / multiple locations
- Large – national, international, global

## NOMINEE TO SIGN

- I hereby agree to accept the nomination and am willing to serve and abide by the bylaws of the Penticton & Wine Country Chamber of Commerce for a two (2) year term, if elected.
- The answers and information I have provided in this application are true.
- I have read the Director's Responsibilities and Obligations and can commit to honour those expectations.
- I have read the Director's Code of Conduct and can commit to honour those expectations.
- In submitting this form, I agree to my details being used for the purposes of The Penticton Chamber of Commerce Board of Directors nomination process.
- My name, photo, and answers to the questions will be made public.
- I understand my data will be held securely and will not be distributed to third parties.

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Nominee (Type Name)

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Date Signed

**THIS PAGE MUST BE COMPLETED AND SIGNED PRIOR TO SUBMISSION.**