

# REVELSTOKE. CHAMBER OF COMMERCE

## 2024 BOARD OF DIRECTORS APPLICATION/NOMINATION PACKAGE

Do you have a passion for sharing and learning?

Do you have expertise and/or a desire to learn in areas of knowledge including business, leadership and advocacy?

Are you looking to give back to your community, in a position that can influence the success and long-term vision of Revelstoke?

The Chamber is seeking candidates to join the Revelstoke Chamber of Commerce Board of Directors.

### THE BENEFITS OF BEING A BOARD DIRECTOR

“In 3 years of joining the Chamber I feel that I have gained invaluable experience of how the City, Province and even some levels of Federal agencies work. I see the Chamber playing a vital role in educating businesses, acting as a ‘switchboard’ operator connecting the right B2B or G2B connections. Being new to the community it was such a great way to connect with other like-minded leaders, and understand the challenges they face. I thought I would get everything I needed from a 2 year tenure but I feel like I have more to still learn, and still more to contribute.

Secondly, the people. The board has its own style of meetings, straightforward, accountable and fun. From the leadership to collaborators, I can’t say enough about how much I have enjoyed my time with Revelstoke Chamber of Commerce.”

- Kim Spence, Food & Beverage Director, Revelstoke Mountain Resort

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## ABOUT THE REVELSTOKE CHAMBER OF COMMERCE

Established in 1895 under Part I of the federal Boards of Trade Act, the Chamber was originally known as the Revelstoke Board of Trade. The current name was adopted in 1962. We are a member of the British Columbia Chamber of Commerce and actively collaborate with the chamber network across the province.

The Revelstoke Chamber of Commerce is a membership-driven organization comprised of businesses, community organizations and professional individuals.

The Chamber's Board of Directors are volunteers representing various business sectors in our community. Board members receive extensive training in governance to help guide and direct the organization's current and future endeavors.

The Chamber's mission is achieved through the hard work and dedication of our volunteer Board and Committee members and professional staff who work tirelessly on behalf of our members. We also work closely with community partners and all three levels of government to promote our members' needs and perspectives on business matters.

The Chamber constantly strives to deliver valuable services for our members to help their businesses and organizations thrive.

## ABOUT THE BOARD OF DIRECTORS

The Board of Directors is the governing body of the Chamber. They identify the key priorities and guiding principles for our Chamber. They are the decision makers for our Chamber's policies. They determine which advocacy issues get actioned to support our membership, and they approve our budget to ensure that the Chamber is financially sound. They set the vision for the Chamber, and they support the work of the head of operations, the Executive Director (ED), to achieve this vision.

**Structure:** The Directors govern the structured organization in accordance with the Federal Board of Trades Act. The Chamber has a President, a Vice President, a Treasurer and a Secretary. The Chamber has up to 7 additional voting Directors for a total of 11 voting members. A seat is also designated for a Past President who is a non-voting member.

**Committees:** Board committees perform specific functions to support work related to governance, advocacy and finance.

- Governance: Policy Review, compliance review, Board recruitment, elections
- Advocacy: Review requests for advocacy and requests for letters of support; provide recommendations to Board, tracking responses to determine director support
- Finance: Work with Treasurer to ensure that the Executive Director and bookkeeper are supported in achieving the Chamber's financial goals; provide recommendations to Board

## EXPECTATIONS OF DIRECTORS

### Time

Directors can expect to devote approximately 4 hours per month to the Chamber. This includes meetings, events, and participating in committees. This time commitment can be increased, depending on the level of involvement that a Director seeks to fulfill.

### Meetings

The most important duty of a Director is the expectation to attend and actively participate in each monthly Board meeting. Board meetings are on the third Wednesday of each month from 4:15-5:45pm.

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## **Chamber Functions**

Many members join the Chamber for the networking opportunities that exist at such events like virtual and in-person meetings, business mixers, luncheons, community engagements and Business Excellence Awards. Board Directors' attendance shows support of the organization and provides networking opportunities with our members.

## **Organization of Committees**

A Director can volunteer to serve on a committee and/or may have, by Presidential appointment, a committee responsibility. A Director can also become Chairperson of a committee, and/or help with recruitment for other committee members. Committee participation is not limited Board Directors; other members are also eligible to apply to be on Chamber committees.

## **Knowledge of Current Events**

Keeping up to date with current affairs, especially as they relate to the business community, will greatly increase a Director's ability to support the Chamber. Specific areas of knowledge that would benefit your Chamber of Commerce should be noted.

## **DIRECTOR'S CODE OF CONDUCT**

### **Commitment to Meetings:**

Directors are expected to attend all Board meetings. If a Director cannot attend, they must notify the Executive Director or the Chamber President, prior to the meeting.

Directors are expected to honour their commitments to Committee Meetings.

Directors shall be prepared for meetings, having read the pre-circulated materials.

### **Adherence to Governance Policy:**

Directors shall know and adhere to the Chamber's governance policies.

A Director shall not speak on behalf of the organization- this duty is assigned only to the President and the Executive Director.

The Board of Directors has one employee – the Executive Director. All other employees are employees of the Executive Director. Therefore:

- A Director shall not attempt to exercise authority over the Executive Director. The Board as an entity may address issues with the Executive Director.
- A Director shall not attempt to exercise individual authority or undue influence over other Directors.
- A Director shall not communicate directly with staff about matters pertaining to the Chamber operations.

### **Confidentiality:**

Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.

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## **Broad Representation:**

Although a Director may be drawn from a specific interest group, Directors as a whole, must represent the interests of the broader membership.

## **Solidarity:**

Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.

## **Conflicts of Interest:**

Directors shall avoid, in fact and in perception, conflicts of interest. Directors shall disclose to the President any possible conflicts in a timely manner.

## **Personal Conduct:**

Directors' conduct shall be ethical and professional at all times.

Directors' contributions to discussions and decision making shall be positive and constructive.

Directors' interactions in meetings shall be courteous, respectful, and free of animosity.

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## BOARD OF DIRECTORS APPLICATION FORM

Please email your completed application form to [executive@revelstokechamber.com](mailto:executive@revelstokechamber.com). Applications will be accepted until and including February 16, 2024. Applications will be reviewed by the Board of Directors at the February Board meeting. All candidates will be contacted no later than March 1, 2024. Upon acceptance of your application, please be prepared to provide a bio that will be suitable for publication, and a recent head shot.

### ELIGIBILITY CONFIRMATION

Please ensure you meet the following eligibility requirements for candidature to the Board:

- I have been a member in good standing with the Revelstoke Chamber of Commerce for a minimum of six (6) months before the AGM, to take place March 27, 2024.
- I have read, understood, and agree to the requirements of the position.

### CATEGORY/SECTOR MATRIX

Please mark which best describes your business sector. You may select more than one category.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Tourism Sector                | <input type="checkbox"/> Manufacturing Industry |
| <input type="checkbox"/> Retail Sector         | <input type="checkbox"/> Communications / Media Sector | <input type="checkbox"/> Agri-value Industry    |
| <input type="checkbox"/> Service Sector        | <input type="checkbox"/> Small Business                | <input type="checkbox"/> Natural Resources      |

### SKILLS MATRIX.

Please self-identify what background, and skills you would bring to the Chamber Board. You may select more than one category.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Entrepreneur                  | <input type="checkbox"/> Governance / HR     | <input type="checkbox"/> Event Planning                 |
| <input type="checkbox"/> Board Experience              | <input type="checkbox"/> Investment Planning | <input type="checkbox"/> Member Relations / Recruitment |
| <input type="checkbox"/> Business / Strategic Planning | <input type="checkbox"/> Policy / Government | <input type="checkbox"/> Marketing / Communications     |
| <input type="checkbox"/> Accounting / Finance          | <input type="checkbox"/> Legal               | <input type="checkbox"/> Other _____                    |

### EXPERIENCE.

Do you have experience as a Board Director?

- No  Yes: (please specify the organization(s) and when you started your role and the term)

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Why would you like to be a Board Director? Please include a description of how you will contribute to the dynamic of the Board, help attract new members from within your network, and your understanding of how the Chamber serves a valuable role in the community.

Please describe any other experience that would support your application:

I, \_\_\_\_\_, \_\_\_\_\_ from \_\_\_\_\_  
(First & Last Name) (Job Title) (Company Name)

confirm that I meet the above eligibility requirements and have attached the necessary documentation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Applicants also have the option to submit endorsements from other Chamber Members to strengthen their application. If you wish to be endorsed, please send [Attachment A – Board of Directors Endorsement Form](#) to those who will endorse you.