

2024/25 BOARD DIRECTOR NOMINATION INFORMATION

The Richmond Chamber of Commerce is committed to providing its members with meaningful benefits, supporting positive change and growth through policy advocacy, and contributing to the building of a strong economy and community for business in Richmond. The experience and input of the Board of Directors is valued and has a significant impact on the Chamber's ability to serve its members. **In accordance with the Constitution and Bylaws of the Chamber, nominations are now open for the Board of Directors for the 2024-2025 term.**

The Board of Directors is responsible for fiscal, strategic, and policy oversight, and provides leadership and guidance toward achieving the strategic outcomes that fulfill the vision and mission of the organization. The Board is concerned with oversight, not operations. While each Director brings their own unique experience and expertise to the Board, they are bound to consider the best interests of the Chamber as a whole, and its membership, in making decisions.

To achieve this, the Board's specific job functions are:

- To develop and monitor progress of a multi-year strategic plan.
- To be accountable to the membership through the development and implementation of policies which guide the organization and enhance opportunities for our membership/stakeholders.
- To establish and maintain effective relationships with stakeholders.
- To provide the assurance of organizational performance (President & CEO's performance).
- To ensure compliance with legislation.
- To offer ongoing training, education, and Board development opportunities.
- To oversee the financial viability of the organization.

The role of Directors is to bring their experience and expertise to the Board and consider decisions that are in the best interest of the membership. They provide leadership and direction to the organization by:

- Adhering to the Board Code of Conduct Policy and ensuring compliance with the Act under which it was created.
- Making decisions in the interests of the members and other stakeholders, providing sound judgment in considering problems and policies.
- Acting in the best interest of the organization, avoiding situations of conflict of interest.
- Representing the entire membership and business community, inclusive of all businesses and industries.

- Contributing to the multi-year Strategic Plan and monitoring completion of key performance indicators (KPI).
- Demonstrating a meaningful contribution to the board as a whole, as well as any committees, task forces or other board activities they agree to participate in, through their attendance, input and advance preparation.
- Providing oversight for the performance of the President & CEO.

The Board of Directors meets on the second Tuesday morning each month, with meetings typically 90 minutes to two hours, depending on the agenda. In addition to the regular business, meetings may include presentations made by members or other guests. Quorum for meetings is 50% plus one or more of the Directors. A yearly work plan for the Board and calendar of meetings is provided to each Director and the agenda and all supporting documents are provided at least four days in advance of meetings to allow adequate time for preparation.

Eligibility

To be eligible (in accordance with the Chamber's Bylaws), candidates must be:

- 1) **A member in good standing for a minimum of one year;**
- 2) Free of any conflict of interest;
- 3) Willing and able to attend board meetings on a regular basis;
- 4) Familiar with the Richmond Chamber of Commerce's operations and activities; and,
- 5) Involved at a level that demonstrates an ongoing commitment to the Chamber's goals and objectives.

Nominations Process:

1. The completed nomination forms, including a picture of the candidate, must be received by the Chamber office prior to 4:30 pm on January 31st, 2024 in order to be considered by the Board Nominations Committee.
2. All valid nomination forms will be reviewed by the Board Nominations Committee, who will then shortlist candidates and schedule interviews. Any candidate who is not shortlisted may request a debriefing on the reasons why they were not selected for an interview.
3. The Board Nominations Committee will evaluate interviewed candidates and make recommendations in accordance with Richmond Chamber of Commerce Bylaw 6.5.

4. Incumbent Directors who indicate that they wish to stand for re-election are not required to re-apply. However, incumbents may be asked for an interview at the discretion of the Nominations Committee if Board expectation guidelines are not being met. Incumbents are not necessarily automatically included in the slate.
5. Candidates not put forward on the proposed slate by the Nominations Committee may still request to stand for election at the Annual General Meeting provided they are eligible to be placed on the ballot.
6. Election and installation of the Board will be held at the Annual General Meeting to be held in April 2024

Current involvement in a Chamber Committee, Task Force, or Staff Committee is an excellent way for a candidate to gain experience and demonstrate commitment. In addition, the Board recognizes that, in order to be effective, it should represent as broad a range of industries and skills as possible. Board diversity is valued for forward thinking and for eliciting reasoned and substantiated input to municipal, provincial, and federal regulators on a variety of issues.

Candidates must complete the enclosed nomination form and the candidate's profile and a current resume. Please submit all nominations to the Richmond Chamber of Commerce via [OneDrive](#).

Attention: Carolyn Robertson
Richmond Chamber of Commerce
Please name the file: LASTNAME_FIRSTNAME_NOMINATION

Thank you for your interest in helping the Chamber make Richmond *the* place to do business!

2024 BOARD DIRECTOR NOMINATION FORM

NOMINEE

I have read and fully understand the preceding pages outlining my responsibilities and expectations as a Director of the Richmond Chamber of Commerce and I am a member in good standing of the Richmond Chamber of Commerce.

I, _____ am prepared to let my name be considered by the Board Nomination Committee as well as the Board of Directors for the 2024/25 Richmond Chamber of Commerce Director Election, and will commit to carry out my responsibilities should I be nominated and elected.

ACTION:

- I have attached my resume or a one-page summary of my background and community involvement.
- I confirm that I am typically able to attend board meetings the second Tuesday of each month during the 2024/25 Term.

BOARD DIRECTOR CANDIDATE PROFILE

Part of the election process is the development of a candidate profile, which may be included in the election package, which is sent to the membership. Your assistance is required in completing the section below with the necessary information. It will be subject to editing. Please complete by filling the fields below, and return to the Chamber via FTP to the Attention of:

Carolyn Robertson, Chair of the Nominations Committee via [OneDrive](#). The deadline for submission is 4:30 pm on January 31st, 2024. Nominations will not be accepted after this date and time.

Board candidates may be contacted by Chamber staff for headshots used in communications.

Name: _____
Company: _____
Position: _____
Education: _____ Email: _____

Board and Committee Experience

Discuss community or business initiatives have you worked on.

What are some key issues facing your sector/industry?

Please share which sector you belong to as well as any significant issues.

What do you think you can contribute as a Board Director towards the Chamber?

Why do you wish to serve on the Chamber of Commerce Board of Directors?

What do you expect to accomplish during your term in office?

Please select your top three competencies from the following list:

- Accounting/Finance
- Legal Expertise
- Policy and Advocacy
- Communications/ Public Relations
- Governance Experience
- Community Involvement
- Critical/Strategic Thinker
- Innovative Thinker
- Business Development

NOMINATION BY FELLOW CHAMBER MEMBERS**ACTION:**

Two nominators, both of whom must be members in good standing of the Richmond Chamber of Commerce, representing organizations other than your own, have signed below in support of this nomination.

1. _____

Please print nominator's name

Nominator's signature

Please print nominator's Company Name

I am nominating the candidate because:

ACTION:

Two nominators, both of whom must be members in good standing of the Richmond Chamber of Commerce, representing organizations other than your own, have signed below in support of this nomination.

2. _____

Please print nominator's name

Nominator's signature

Please print nominator's Company Name

I am nominating the candidate because:

