



Board of Directors - Application Package

Thank you for your interest in applying to serve on the Board of Directors for 2020-2021. In accordance with the Constitution and Bylaws of the WestShore Chamber of Commerce, nominations for members to serve on the Board of Directors are now open. Nominees must be members in good standing and you may submit your own name. This two-year term begins January 1st, 2020.

Below you will find our vision, mission and values. We hope this helps you to get a picture of who we are and what we endeavour to do in our community.

Our vision: The voice of business in your community.

Our mission: We foster and advance the growth, prosperity and sustainability of business and community in the WestShore.

Our Values:

Integrity - We create trust by working to the highest ethical standards and striving to exceed member expectations. We treat each other and those in our membership and community with respect and courtesy.

Transparency - We demonstrate honesty and openness in every aspect of our operations and programming so that our members and the community know what we are doing, how we are doing it and why.

Diversity - We understand that diversity is an integral part of our community and a driver to growth and innovation, and succeed by welcoming and incorporating membership and community input to guide our programming and direction.

Community Responsibility - We model financial, social, environmental and corporate responsibility in all our business operations and are committed to sustainable best practices.

Collaboration - We work with each other and those around us to make things happen. We believe that the organization is stronger because of our collegial approach to planning and getting the job done.

Resilience - We are responsive to the needs of our membership. While we are good planners, we are also agile and can easily flex with changing times and situations.



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A Director of the Chamber is committed to a significant presence in our community and accepts the following responsibilities:

1. Be prepared to commit approximately 5 - 8 hours per month to Chamber board work. This includes attendance at Board meetings and Chamber events as well as participation in committee work and professional development such as our semi-annual governance training. Some meetings or events will take place during business hours.
2. Be aware of a modest financial commitment, such as travel expenses for attendance at Chamber events and meetings;
3. Accept fiduciary responsibility for the activities and operations of the Chamber, as is the case for directors in all non-profit organizations;
4. Be self-motivated and have the ability to lead other people in the challenging work projects that he or she accepts.

Benefits of serving as a Director include holding a leadership role and therefore an increased presence in the community, as well as offering new ideas that will positively affect the WestShore community and our businesses.

For 2020, we have identified some specific knowledge and diversity gaps on our board. In particular, we have identified women, business people in the 25-40 age group, members with a legal and/or advocacy background, and people from diverse ethnic backgrounds as gaps on our current board; however, we welcome applications from all Chamber members in good standing.

Please give this matter your serious consideration. There are a limited number of places on the WestShore Chamber board. The Nominating Committee reviews all applications and potential Directors are selected according to the expertise needed to fulfil its strategic plan. Applicants selected will stand for election at the Chamber's AGM in November; however your application does not necessarily guarantee a spot on the ballot or a place on the board.

Elected Directors will serve a two-year term, understand and are willing to work under a governance board model, and have the time to commit to the work of the board and its committees.



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Thank you for your interest in serving on the WestShore Chamber of Commerce Board of Directors. In order to assist our Nominating Committee in knowing you better, please answer the following questions and submit by email to Mike Reilly, Mike.Reilly@freedom55financial.com, or drop your application in a sealed envelope to the Chamber office by noon on October 4, 2019.

Name: _____ Business Name _____

Position: _____ Years in this position: _____

Phone: _____ Email: _____

Application Date: _____

1. What interests you most about the WestShore Chamber board?
2. How many hours per month can you commit to the activities of the board?
3. Provide an example of how you have helped another organization develop and/or implement their strategic plan (these can be either staff or board positions you have held in the past).
4. Please list volunteer positions you have held (current or past).
5. Please describe your current or past involvement with the WestShore Chamber, and/or other Chambers of Commerce.



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6. WestShore Chamber board members must serve on at least one committee and/or participate in ad-hoc project-specific committees. Which of the following standing committees interest you?

Board standing committees (mandatory):

- Nominating Committee** – mandate: to oversee the nominations and application process for the board of Directors
- Strategic Planning Committee** – mandate: to oversee the execution of the board’s strategic plan and monitor the board’s progress on fulfilling the plan’s objectives
- Board Development Committee** – mandate: to assess education/development needs for the board, bring forward development ideas and plan the development activities

Staff committees (optional):

- Membership Committee** – mandate: to support the staff with growing the membership, assessing membership priorities and bringing forward ideas for enhancing the membership experience

7. Please explain why you are interested in participating on each committee that you have selected.

8. Please indicate that you:

- Have read the attached Board Terms of Reference and Director’s Code of Conduct and that you are willing to adhere to these guidelines in your work on the board.
- Have a recent current clean criminal record check or are willing to undergo a criminal record check.

In order to stand for election you must secure signatures from two WestShore Chamber of Commerce members in good standing, who support your application. Please provide these below.

Member Name (print)

Member Name (print)

Company

Company

Signature

Signature