



CHAMBER OF COMMERCE



SQUAMISH

# Board of Directors 2024 Nomination Package

# OVERVIEW

Dear Nominee,

Thank you for your interest in the Squamish Chamber of Commerce’s 2024 Board of Directors election.

In this package you will find

- Nominee Guidelines
- Nomination Form
- Director Obligations
- Director Code of Conduct
- Strategic Direction

## Contact Information

For further information, please contact Christopher Fehr, Executive Director.

- Email:           chris@squamishchamber.com
- Telephone:   778.906.4991 Ext. 100

# NOMINEE GUIDELINES

## About the Squamish Chamber of Commerce Board of Directors

The Squamish Chamber of Commerce is Squamish’s largest and oldest business organization, representing hundreds of businesses. The Board of Directors is responsible for governance and policy making. The Executive Director is responsible for administration and management of the Chamber.

The Squamish Chamber Board of Directors includes a President, Vice-President, Secretary and eight other Directors. Directors are elected to hold office for a term of one (1) year, up to a maximum of four consecutive terms. We are seeking nominations to fill five positions on the 2024 Board.

The incumbent directors (incumbents) for 2024 are:

- Gale Kim
- Brandon Baker
- Michel-André Aubin
- Laura Prosko
- Agustina Cocco
- Theodora Jean

## Eligibility

All Directors must be an individual, business, or non-profit member in good standing of the Squamish Chamber of Commerce for a minimum of 12 months prior to the election. Exceptions may be made on a case-by-case basis should the individual or organization support diversity on the Board.

Candidates are expected to:

- complete an interview with the Nominations Task Force
- have conducted governance training in the last two years (or commit to future training)

## Nomination and Elections

### Nominations

1. Nominations are open from **February 5<sup>th</sup> to March 4<sup>th</sup>, 2024.**
2. All new candidates are expected to meet (virtually, face to face or by phone) with a member of the Nominations Task Force by **March 20<sup>th</sup>, 2024.** Contact [chris@squamishchamber.com](mailto:chris@squamishchamber.com) for an appointment.
3. Nominees are expected to have conducted governance training in the last two years or be fully committed to participate in future training.
4. Please return completed nomination forms by **March 4<sup>th</sup>, 2024.**
  - [chris@squamishchamber.com](mailto:chris@squamishchamber.com)

### Voting

1. Election ballots will be sent out via email by **April 1<sup>st</sup>, 2024.**
2. Electronic votes must be received by **4:00 PM April 16<sup>th</sup>, 2024.**
3. The nominees receiving the greatest number of votes will be notified in advance of the **AGM on April 17<sup>th</sup>, 2024.**
4. Successful nominees will be confirmed at the April 17<sup>th</sup> AGM and introduced to Squamish Chamber members.
5. At the April 17<sup>th</sup> AGM, the Board President, Vice President, and Secretary positions will be elected by members present.

## Director Vacancies

A strong and successful Board of Directors typically incorporates a range of skills, and representation from different business sectors. The Governance Committee has conducted a review to determine any gaps in expertise, and to ensure the Chamber remains relevant to the Squamish business community. We have identified a need for the following skills / sector representation:

- Business to consumer (e.g. food & beverage, hospitality, retail)
- Construction, building services and real estate
- Professional / business services
- Health and wellness
- Green Economy (e.g. alternative energy, green buildings, technology, agri-foods)
- Outdoor Recreation (businesses connected to the outdoors e.g. film/photography, activity providers, recreation and sports technology, outdoor apparel, sports goods manufacturing)
- Lobbying and Business Advocacy, Government Relations
- Underrepresented groups
- Finance / Accounting

Eligible candidates from other sectors are still invited to run for office.

## Submission Requirements

Candidates are required to submit the following information:

1. Completed Nomination Form
2. Biography of less than 250 words (bio's with more than 250 will be returned) and completed Q&A
3. Photo – high resolution colour head and shoulder shot, not smaller than 1MB

NOMINATION FORM – 2024 BOARD OF DIRECTORS

Name of Nominee:

Organization:

Title / Occupation:

Mailing Address:

Phone:

Email:

Endorsed by three Squamish Chamber members in good-standing (excluding the nominee)  
The signature must be from the individual that has voting authorization for the business.

Name (PRINT)	Business	Signature
1)		
2)		
3)		

Signature of Nominee:

Please complete (tick) the checklist to ensure your nomination is valid and complete

- ☐ ✓ I have read and fully understand the duties and responsibilities of a Director.
- ☐ ✓ I agree to allow my name to stand.
- ☐ ✓ I have met with Nominations Committee (if necessary). Please detail who you met: .....
- ☐ ✓ I have provided endorsement from three Squamish Chamber members in good standing.
- ☐ ✓ I have submitted my bio and answered all the questions (these can be provided as a separate document).
- ☐ ✓ I have provided a high-resolution head and shoulder shot.

**Biography**

Please include a short personal history on your involvement in the community, your interest in becoming a Director and what you would bring to the Chamber (maximum of 250 words). *This will be used as your bio during the election. Please use a separate sheet if necessary. Bios longer than 250 will be returned for editing. You may submit the bio and Q&A in a separate document.*

The Squamish Chamber supports the representation and inclusion of diverse groups, giving all a seat at the table. We have signed up for the Government of Canada's 50:30 challenge to bring gender parity (50%) and significant representation (30%) of under-represented groups at our board table. Please select the groups below to which you identify. Given intersectionality, you may select more than one group. Note, group descriptions are in line with the 50:30 Challenge. Learn more [here](#). This question is voluntary.

Women or non-binary	<input type="checkbox"/>	Indigenous People (First Nation Peoples, Métis Nation and Inuit)	<input type="checkbox"/>
People with disabilities (including invisible and episodic)	<input type="checkbox"/>	2SLGBTQ+ or gender or sexually diverse	<input type="checkbox"/>
Racialized, Black or People of Colour	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
		None	<input type="checkbox"/>

**Please submit answers to the following (answers may be shared with the membership):**

- Q1

What are your top three professional skills / expertise (e.g. governance, advocacy, accounting)
- Q2

What sector(s) do you represent? Please elaborate on your sector experience.
- Q3

Why are you interested in joining the Squamish Chamber of Commerce Board of Directors?
- Q4

Should you be successfully voted on to the Chamber Board of Directors, what would you seek to accomplish during your term?

- Q5 Which committee are you most interested in joining (please circle one)?
- a) Business Advocacy                      b) Board Governance                      c) Board Development
- Q6 Should you be successfully voted on to the Squamish Chamber Board of Directors, do you wish to be put forward for any of the following positions? Please circle those that apply. Leave blank if none.
- a) President                                      b) Vice President                                      c) Secretary

DIRECTOR OBLIGATIONS

The Board of Directors is the governance and policy-making body of the Chamber of Commerce. It authorizes the program of work, approves the budget, and receives and acts on committee and staff recommendations. The Board is headed by the President. Having a dedicated volunteer Board of Directors has played a key role in the Chamber’s success in enriching the quality of the economic well-being of the area. The Squamish Chamber Board does not function at an operational level. The Executive Director is responsible for operations. Below are some of the key responsibilities of a Director.

Strategic Direction

The Squamish Chamber is dedicated to enhancing the quality of life in the community by actively supporting business, economic growth and diversification. As a member based organization, Directors are required to represent the best interests of the membership and Squamish, rather than personal or political viewpoints. The Squamish Chamber is a non-partisan organization.

Commitment of Time

A Director of the Squamish Chamber of Commerce can expect to devote at least four to six hours per month of his or her time to the meetings, programs and duties of the Chamber. The time commitment varies according to the committees joined and the roles accepted.

- Attendance at Board of Director Meetings

Board meetings are held monthly at a mutually agreeable time and typically last one to two hours. Unless otherwise scheduled, the board meeting is held the third Wednesday of the month (excluding July, August and December), 6pm at the Adventure Centre. The proceedings of all meetings shall be governed by Roberts Rules of Order.

- Committee Participation

A Director is expected to volunteer for at least one committee, typically requiring around two hours each month.

- Attendance at Chamber Functions

One of the reasons for an individual to join the Chamber is the networking opportunities, such as the Après After Five program. Attendance by the Board of Directors at Chamber functions shows support for the Chamber. It



also gives members a chance to discuss business challenges and other issues. You should be prepared to attend Chamber events, in addition to Board Meetings and community events (e.g. Council).

### **General Conduct**

Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. Directors are expected to actively promote the Chamber although there is not a requirement for media relations. The Chamber has a standing policy that the President and the Executive Director are the only media contacts. A Director of the Squamish Chamber of Commerce is often exposed to confidential information. A signed confidentiality agreement will be required.

## **DIRECTOR CODE OF CONDUCT**

1. Although a Director may be drawn from a specific interest group, Directors as a whole must represent the interests of the entire membership.
2. Directors shall maintain the confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend the Chamber business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the President, in a timely manner, any possible conflicts.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interaction in meetings shall be courteous, respectful and free of animosity.
8. Directors shall know and adhere to the Chamber's governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
11. The Executive Director is accountable to the entire Board. Consequently, no single Director or committee has authority over the ED.
12. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors or staff.

- 13. Directors must step aside if running for public office and resign if elected (City Council, Regional District, Mayor, MLA, MP and School District). Government officials, including staff, are not eligible.
- 14. Directors shall conduct themselves in an ethical and professional manner at all times.

## STRATEGIC DIRECTION

### Mission

The Squamish Chamber is dedicated to enhancing the quality of life in the community by actively supporting business, economic growth, and economic diversification.

### Vision

The Squamish Chamber will deliver exceptional membership value by taking a leadership role in advocating for the interest of Squamish business, by providing beneficial member services and programs, and by working in partnership with other organizations.

### Areas of Focus

In 2024, we will deliver value to our members through our four key pillars of focus. Communication and programming will encourage residents and businesses to support local businesses, along with other initiatives to support members navigate the economic headwinds. The organizational and financial health of the Chamber will be an underlying theme in our pillars of focus.

- **Membership:** In 2024, we will promote events and programming that increase both, value and awareness to our membership. Creating value that increases retention and continues our membership growth.
- **Communications:** We will continue to invest in communication initiatives to ensure the membership is fully aware of the existing programs and resources, along with the many activities that the Squamish Chamber conducts to support the business community.
- **Advocacy:** In order to be the regional business community’s recognized ‘voice of business’, we will place more emphasis on our presence within the Squamish community to raise our profile, and to provide leadership on members’ priority issues that affect businesses and local economic development.
- **Partnerships & Relations:** We will continue to develop strong, strategic partnerships that grow out impact for youth engagement, business community benefits, and advocacy.

CHAMBER OF COMMERCE



SQUAMISH