



## 2024-2026 BOARD NOMINATION PACKAGE Process Information

The Fort St. John and District Chamber of Commerce in accordance with the organization's by-laws, is seeking candidates with established business, leadership, and advocacy expertise to join the Board of Directors for a two-year term commencing **December 4, 2024**

We are pleased to provide this nomination package that outlines the expectations of Directors of the Fort St. John and District Chamber of Commerce together with their role and responsibilities.

There are **8** director openings this year on the board. We are seeking 16 nominations.

**IMPORTANT NOTE: Nominations close at 3:00pm on November 21, 2024.**

### Person qualified to be directors - Society Act Section 44

(1) A person is qualified to be a director of a society only if the person is an individual who is at least 18 years of age.

(2) Despite subsection (1), an individual who is 16 or 17 years of age is qualified to be a director of a society if provided for in the regulations.

(3) Despite subsections (1) and (2), an individual is not qualified to be a director of a society if the individual is

(a) found by any court, in Canada or elsewhere, to be incapable of managing the individual's own affairs, unless a court, in Canada or elsewhere, subsequently finds otherwise,

(b) an undischarged bankrupt, or

(c) convicted in or out of British Columbia of an offence in connection with the promotion, formation or management of a corporation or unincorporated entity, or of an offence involving fraud, unless

(i) the court orders otherwise,

(ii) 5 years have elapsed since the last to occur of

(A) the expiration of the period set for suspension of the passing of sentence without a sentence having been passed,

(B) the imposition of a fine,

(C) the conclusion of the term of any imprisonment, and

(D) the conclusion of the term of any probation imposed, or

(iii) a pardon was granted or issued, or a record suspension was ordered, under the Criminal Records Act (Canada) and the pardon or record suspension has not been revoked or ceased to have effect.

**Nominees must be Chamber members in good standing or representatives of Chamber members in good standing and must be endorsed by one other Chamber member in good standing.**

### Nomination criteria

Directors represent and are accountable to the membership and as such are responsible for governing and overseeing the strategic direction of the Chamber. **The effectiveness of your Chamber is directly dependent on the leadership, participation, and enthusiasm of the Board of Directors.**

Desirable qualities of a strong candidate for the Chamber Board of Director:

- Awareness and understanding of the Chamber and a desire to support and promote it.
- Awareness of the business and economic climate in Fort St. John, BC, and Canada.
- Previous board experience serving in an advocacy, leadership or executive position.

- Sound entrepreneurial skills.
- Understanding of financial statements, management reports, and risk management.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- History of community involvement.

If you have any questions about the process or more information, please contact the Chamber office at 250-785-6037 or email [admin@fsjchamber.com](mailto:admin@fsjchamber.com)

2024-2024 Nomination and Election process timeline	
Date	Details
Oct. 7, 2024	Election notification
Nov. 4, 2024	Call for nominations
Nov. 21, 2024	Closing date for nominations
Nov. 23, 2024	E-Vote ballot link sent to membership
Nov. 30, 2024	Voting closes
Dec. 2, 2024	Tally votes and notification of board and nominees with media release
Dec. 4, 2024	New board meeting and executive election
Dec. 10, 2024	Introduction of new board at speaker luncheon

## About the Chamber

### Mission Statement

To promote and enhance local businesses to strengthen our communities.

### Our Vision Statement

Through the collective strength of our members, the Chamber will provide exceptional support to local business and encourage new economic opportunities.

### Our Core Values

- Integrity: We act with integrity and trust - we are principled in thought and deed.
- Accountability: We are committed to member satisfaction and service excellence.
- Adaptable: We are committed to finding opportunities - we are always looking for ways to stay relevant and innovative.
- Collaborative: Open and approachable- we communicate thoughts, feelings and information even when it's not easy.
- Relevance: Change is constant, and we will adapt to keep highly relevant to our Members.
- Diversity: We are partners with all our stakeholders, and we are committed to our members and our community's success.
- We are leaders and will act as such.

### Governance

The governance of the Chamber is vested in a Board of Directors of maximum 12 individuals elected by the membership and the immediate Past President.

## Director responsibilities and obligations

### **Attendance at Board of Directors meetings:**

Board meetings are held every month at a mutually agreeable time and typically last one hour. (Currently, fourth Tuesday of the month, at noon- location TBD). According to the bylaws, Directors who miss four consecutive meetings unexplained will be removed from the Board.

### **Attendance at chamber functions:**

One of the reasons for an individual to join the Chamber is the networking opportunities that exist within the Business after Five and Breakfast/Luncheon meeting framework. Attendance by the Board of Directors shows support for the Chamber and gives members a chance to air views about Chamber operations, municipal affairs, business challenges, etc.

### **Discretion and confidentiality:**

A Director of the Fort St. John and District Chamber of Commerce is often exposed to confidential information during in camera sessions at Board Meetings, during committee meetings, or in conversation with members, officials, other Directors, etc. Please be aware of the confidential nature of some information and respect that confidentiality. (Signed confidentiality agreement will be required)

### **Organization of committees:**

A Director may have, by appointment, a committee responsibility. Normally a Director is appointed to a committee and is expected to assist in support by recruiting volunteers from the membership and Board of Directors. The President and/or Executive Director are members of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson. The Executive Director will Chair ad-hoc committees along with a Director appointed for the Committee.

### **Membership recruitment:**

Directors are expected to promote the Chamber and be a source for leads on potential new members.

### **Knowledge of current events:**

Chamber of Commerce Directors are an important force in the growth of the community. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the Executive Director and President.

### **Ambassador of Goodwill:**

Chamber of Commerce Directors are sometimes asked to attend openings, cut ribbons, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

### **A commitment of time:**

A Director of the Fort St. John and District Chamber of Commerce can expect to devote approximately – 4-6 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual and committee appointment, can be much more extensive.

### **Media relations:**

Chamber Directors are regularly approached by the media for comment on current issues. The Chamber has a standing policy that the President, Executive Director or a predetermined designate are the only acceptable media contact on any issue. When in doubt, defer to the President.

### **Director's Code of Conduct**

1. Although a director may be drawn from a specific interest group, directors must represent the interests of the entire membership.
2. Directors 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 enough time and energy to attend Chamber business.
5. Directors shall avoid, actual and in perception, conflicts of interest. Any possible conflicts need to be disclosed to the Chair in a timely manner.
6. Directors' contributions to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of hostility.
8. Directors shall know and adhere to the Chamber's governance Bylaws and Constitutions.
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 more ways than attending board meetings, such as committee work, Chamber and community events and membership recruitment.
11. The Executive Director is responsible to the board represented by the President. Consequently, no single director or committee has authority over the Executive Director.
12. Directors shall not attempt to exercise individual authority or undue influence over the chamber organization, other directors or staff. Directors must resign if elected to public office (City Council, Regional District, Mayor, MLA, MP, and School District).
13. Directors shall always conduct themselves in an ethical and professional manner.

### **Director responsibility if they no longer meet the society act qualifications to be a director:**

Directors who no longer meet the requirements of qualification, must self-declare to the President and Executive Director immediately to avoid liability issues for both the Director, the Board of Directors and the Society.

## Application Form

As part of the process surrounding seeking applications and recruiting new Directors to fill expired terms, candidates are asked to self-identify what competencies, background and skills the candidate would bring to the Chamber Board.

The Matrix of Skills and Representation below will ensure a skilled, balanced and high-performing Board is sustained for the future. Recruitment of Chamber Directors also includes the important consideration of such fundamental criteria as a stated commitment to the Chamber's organizational values, an absence of major conflict of interest, local reputation, high personal integrity, a track-record of achievement and dedicated commitment and focus to the necessary time required to serve on the Board.

### Checklist #1 - Skills and Experiences

Skill or Experience	Competency	Yes	Some	None
Board of Directors experience	Serving in public sector, private sector or not-for-profit boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business planning experience	Business planning for public sector, private sector or not-for-profit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership experience	Serving in a position of leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee experience	Serving on committees and teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic planning and implementation	Planning, evaluation, and implementation of a strategic plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy	Writing and researching policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member relations	Member or customer relations management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications	Public relations for public sector, private sector, and not-for-profit boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human resource and performance reviews	Understanding of human resources or personnel considerations and issues for executive recruitment, compensation structures, and performance reviews	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting knowledge	Financial reporting, considerations and issues associated with assurance requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial management and investment	Financial operational management and application of internal controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational management	Organizational design and management for public sector, private sector, or not-for-profit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economic development	Understanding factors influencing a region's economic development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	Experience with branding, advertising and selling services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Checklist #2 - Representation

Select the categories that best describes your business sector

Category	
<b>Agri-value Industry:</b> Primary food production, food ingredients, food processing, biofuels or agriculture related biotechnology.	<input type="checkbox"/>
<b>Manufacturing Industry:</b> Manufactured goods. i.e. agricultural machinery, transportation equipment, mining and energy equipment	<input type="checkbox"/>
<b>Professional and Service Industry:</b> Professional services, research and innovation services, or consulting, training, or educational services	<input type="checkbox"/>
<b>Natural Resources Sector:</b> Natural resource sector products	<input type="checkbox"/>
<b>Tourism Sector:</b> Tourism related activities	<input type="checkbox"/>
<b>Retail Sector:</b> Retail sales activities	<input type="checkbox"/>
<b>Small Business Sector:</b> Ownership or management of a small business based in the North Peace	<input type="checkbox"/>
<b>Non-Profit Sector:</b> Management of a non-profit	<input type="checkbox"/>
<b>Other Representation:</b>	<input type="checkbox"/>

### Checklist #3 - Committee Interest

Select the committees you are interested in

Committee and Purpose	
<b>Advocacy:</b> Advocate for business through policy	<input type="checkbox"/>
<b>Governance:</b> Oversee the Chamber's governance structure, review bylaws and policies	<input type="checkbox"/>
<b>Nominating:</b> Recruit members to run for the board across the sectors	<input type="checkbox"/>
<b>Finance:</b> Oversee financials, receivables and payables, and budgeting for the upcoming year	<input type="checkbox"/>
<b>Resource:</b> Identify key messaging for current events and controversial topics where no policy currently exists	<input type="checkbox"/>
<b>Events:</b> Participate in organizing annual events such as the Creating Energy Conference, golf tournament, Christmas party, and any additional events	<input type="checkbox"/>

**Describe why you would be a great fit for the Chamber Board:**  
(This will be used to introduce candidates to assist in voting)

A large, empty rectangular box with a thin black border, intended for the candidate to provide their response to the question above.



## 2024 Board of Directors Nomination Form

- Each nomination must be signed by a nominator and nominee.
- Email a “jpeg” image of yourself to [admin@fsjchamber.com](mailto:admin@fsjchamber.com)
- Nomination applications must be received **November 21, 2024 by 3:00pm**

[Admin@fsjchamber.com](mailto:Admin@fsjchamber.com)

#104-9907 99 Ave, Fort St. John, BC V1J 1V1

### Nominator

I, \_\_\_\_\_ of \_\_\_\_\_, a chamber member in good standing hereby nominate \_\_\_\_\_ to the Board of Directors of the Fort St John and District Chamber of Commerce

Signature \_\_\_\_\_

Print name \_\_\_\_\_

### Nominee

I, \_\_\_\_\_ of \_\_\_\_\_, a chamber member in good standing, having read and understood the requirements of the position of Director, agree to them and accept this nomination

I understand there is a mandatory board orientation session in January (date to be determined)

I am interested in an executive position of \_\_\_\_\_

*I hereby declare that the information given in this application is true to the best of my knowledge and nothing has been concealed therein*

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_