

# Nominate a Candidate for the 2024 Board of Directors

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The nomination process for the Nanaimo Chamber of Commerce's 2024 Board of Directors is now underway. The Governance and Nominating Committee has identified **3 vacancies** and are now accepting nominations.

We strive to have a diverse and inclusive Board of Directors governing our organization, so each year the Board reviews the Chamber's matrix of skills and experience and ensures the Board includes a balanced representation of small, medium, and large-sized businesses, and a diversity of sectors represented at the table.

As a Chamber Member, you are invited to submit a nomination for the Board vacancies to the Chamber offices; nominations will be accepted until March 19, 2024. **Each submission requires that at least five (5) members in good standing support the nomination.** After the closing date, all submissions will be verified and confirmed by the nominations committee within 7 business days, and all eligible candidates will be announced through our Newsline Newsletter and posted on our website [nanaimochamber.bc.ca](https://nanaimochamber.bc.ca), including biographical information.

If an election is required, the Governance and Nominating Committee will hold an election at the AGM in April (date to be determined) from 10am to 11:30am. The ballot, containing biographical information on each candidate, will be provided, and candidates will be given a private place to vote, by a check mark, beside the candidate of their choosing. During the AGM Luncheon the ballots will be counted and confirmed by a third party. A sealed envelope will be delivered to the

## Eligibility Criteria

- Nanaimo Chamber member in good standing,
- Business owner or senior representative of a business located in the Greater Nanaimo Region,
- High ethical standards and integrity,
- Nominated by five Chamber members in good standing.

## Preferred Industry/Sector Experience (in alphabetical order)

Preference will be given to those candidates with experience in the preferred industry/sectors identified below:

- Engineering, Architect
- Legal
- Small Business
- Technology
- Tourism
- Volunteer involvement with the Nanaimo Chamber or another Chamber of Commerce, Board of Trade, or business organization

## Responsibilities of the Board

Together with other members of the Board, acting as a whole and speaking with one voice, the Board of Directors is responsible for the stewardship of the Nanaimo Chamber of Commerce and oversight of the management of the organization. This Board is accountable to the membership and to those that provide funds for the operation of the organization. They are also responsible for determining the vision, mission, and strategic direction and for monitoring organizational performance of the CEO.

As a volunteer member of our Board of Directors, you would attend quarterly board meetings, an annual Board Planning Retreat and participate as a member on a standing Board Committee. There are also various hosted events that Board members are meant to engage and connect with our membership and business community.

## Minimum Role Requirements

Every board member must demonstrate the following qualities:

- an interest in the Chamber's goals,
- a willingness to expand knowledge of board responsibilities through orientation and ongoing education, and
- a willingness to represent the Chamber in the community.

## Nominating a Candidate

Would you like to nominate a candidate for the Board of Directors? Or do you consider yourself to be a suitable candidate for the Board of Directors?

If you or someone you know is looking to be part of one of the most influential business organizations in Canada, I encourage you to print the [2024 Nomination Form](#) and submit the completed nomination by email to [info@Nanaimochamber.com](mailto:info@Nanaimochamber.com) or by standard mail:

Governance and Nominating Committee,  
C/O Nanaimo Chamber of Commerce  
2133 Bowen Rd,  
Nanaimo, B.C. V9S 1H8

## Nomination Form

I, \_\_\_\_\_ (name of nominee, please print) nominate myself for election to Greater Nanaimo Chamber of Commerce Board of Directors. I am a Chamber member in good standing and understand that my term, if elected, will be for two years commencing April 24, 2024 to April 2026.

If elected to The Chamber's Board of Directors, I will:

- Support Chamber members in our region and connect businesses with the Nanaimo Chamber;
- Work together to build good business and great community;
- Pledge that my conduct will be above reproach and reflect the highly regarded role of a director of the Nanaimo Chamber;
- Be self-motivated and demonstrate my ability to lead other people in challenging work projects;
- Commit to serving on at least one committee or task force and attend as many Chamber events as possible during my term;
- Be prepared to commit about 4 – 8 hours a month to Chamber work. This includes attendance at all board meetings, committee or task force meetings and Chamber events;
- Attend the Board of Director's Planning Session Workshop in May (additional details to be provided at a later date);
- Be aware of a modest financial commitment, including expenses for regular attendance at Chamber functions, which includes breakfasts, luncheons, and special events.

Nominee Signature:

Date:

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Nomination form and nomination and support papers must be received by 2pm, March 19, 2024  
Via email [info@nanaimochamber.bc.ca](mailto:info@nanaimochamber.bc.ca) or  
Hand delivery or mail: 2133 Bowen Rd, Nanaimo, BC, V9S 1H8

Successful receipt will be acknowledged to the Nominee by the Nanaimo Chamber of Commerce staff.

## Supporting Information

I support the nomination of (name of nominee) to the Greater Nanaimo Chamber of Commerce Board of Directors for the term April, 2024 to April 2026.

I am a member in good standing of The Greater Nanaimo Chamber of Commerce.

_____ Name of individual (print)	_____ Chamber member – Organization name	_____ Signature
_____ Name of individual (print)	_____ Chamber member – Organization name	_____ Signature
_____ Name of individual (print)	_____ Chamber member – Organization name	_____ Signature
_____ Name of individual (print)	_____ Chamber member – Organization name	_____ Signature
_____ Name of individual (print)	_____ Chamber member – Organization name	_____ Signature

Each nomination submission must be accompanied by signatures from a representative from five (5) different Chamber members (businesses or individuals) in good standing. This form can be signed traditionally or electronically and submitted with all signatures or as individual forms for a single nominee.

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## Basic Information (please print)

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First name

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Last name

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Company

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Email

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Primary phone

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Mobile phone

## Professional Biography

Summarize professional background, community, and Chamber involvement.  
Photo required: color headshot, high resolution (min. 500KB), saved as a .Jpg file  
350 words maximum (if more room is needed, please attach a separate document in .docx  
“Word” file)

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