

# Board of Directors Call for Nominations

The Nomination Committee of the Whistler Chamber of Commerce (the “Chamber”), in accordance with the Chamber’s by-laws, is seeking candidates with established business, finance and leadership experience, to join its Board of Directors for a three-year term of office commencing in December 2022.

As a result of the vacancies that will be created at the end of 2022, the Committee is seeking nominations for six (6) director positions. At this time, two (2) of the Directors with terms expiring (incumbents) have indicated that they will be seeking re-election.

This recruitment brief provides information regarding the opportunity and selection criteria to serve as a volunteer director of the Chamber. The Chamber Board of Directors (“Board”) charts the strategic direction of the Chamber as a governance board and each director is expected to actively participate on at least one of its committees

## OVERVIEW OF THE WHISTLER CHAMBER OF COMMERCE

The Whistler Chamber of Commerce is a not-for-profit voluntary organization of Whistler businesses and associations with an over 50-year history in supporting local commerce and enhancing visitor experience.

Over time, the Chamber has re-assessed its mandate and purpose to better focus on member services and value while continuing to partner with other organizations to ensure the ongoing vitality of our tourism-based economy and wellbeing of our community, businesses, residents and seasonal employees.

## ORGANIZATIONAL STRATEGY

The Chamber’s strategy is member focused and developed through a stakeholder-based planning process that involves the Board, management team and key community partners. The strategic plan defines high-level strategic directions for advocacy, core service areas and operations. It also documents progress and serves as a guide for operational activities and program development as they relate to the ongoing, member-based work of the organization.

The strategic priorities of the Chamber focus on:

- A plan to address the barriers to attracting and retaining a skilled talent pool that lives and works in Whistler.
- Offering services and programs that meet the current and evolving needs of the member segments.
- Lead the community and influence all layers of government to secure policy, programs and initiatives to ensure sustainable economic growth.
- Convene our members to build resilience, skills and achieve shared objectives, and collaborate on business community challenges and opportunities

## PROGRAMS AND SERVICES

The Chamber offers numerous programs and services, focused on providing member value:

**Business support:** keeping members at the centre of our strategy and operations we offer benefit and discount programs, networking and promotional opportunities and value-add educational programs

**Communication:** providing access to key information on broad business topics, a hub of shared ideas and key references for business owners and managers including insightful data on trends and common factors that impact our members and community.

## ADVOCACY

The Chamber's approach to advocacy is rooted in member experience and supported by data. Utilizing our strong local, provincial, and national networks, we focus on policy and topics that are critical to our members' success and growth including access to labour, child-care, transportation, and policy and programs of municipal, provincial and federal government.

## THE OPPORTUNITY

The Board is responsible, under law, to oversee the management of the affairs and business of the Chamber. The Board oversees the conduct of business and provides strategic guidance to management, which is responsible for the day-to-day operations. Although directors are nominated to the Board to bring special expertise or a point of view to Board deliberations, the best interests of the Chamber and its members are paramount at all times.

## THE ROLE

Our volunteer Board are engaged, strategic thought leaders whose responsibilities include the governance and oversight and monitoring of:

- Strategic Plan and Organizational Performance
- Annual budget and results
- Enterprise Risk Management

Board members will be required to have:

- Awareness and understanding of the role of the Chamber and a desire to support it
- Awareness of the business and economic climate and the ability to view issues from a local, provincial, national, and global context
- Industry experience or skills and knowledge that are complimentary to Whistler's business environment and local issues
- Experience with advocacy and support the Chamber's positions with all levels of governments as well as with key strategic partners
- Well developed faculty for critical analysis
- Understanding and be willing to carry out the duties and responsibilities of a directors
- The time and effort necessary to fully participate in the governance of the organization, including participate fully on at least one active board committees as assigned



## EXPERIENCE AND COMPETENCIES

The Board is strongest and most effective when the following core competencies are represented, with each Director contributing knowledge, experience, and skills in at least two domains:

Finance & Accounting	Member-based Services	Communications
Executive Leadership	Risk Management	Human Resources
Community Profile	Governance/Previous Boards	Strategic Planning

The following competencies are of fundamental importance in the recruitment of new Board members:

### Values and Commitment to Business Issues

- Demonstrates values and leadership that are aligned with the vision and mission of the Chamber
- Passionate about the business community
- Committed to volunteerism and understand the positive role of the voluntary sector

### Integrity and Accountability

- Has demonstrated high ethical standards and integrity in their personal and professional dealings and must be willing to act on – and remain accountable for – their boardroom decisions
- Respected and influential in the community and/or possess special knowledge, skills or experience which would assist the work of the Board

### Strategic Thinking

- Demonstrates strategic and forward thinking, helping the organization to prepare for the future
- Addresses complex issues by analyzing and integrating information, considering risks, implications, detractors, and contradictory information to highlight potential problems
- Capable of providing wise and thoughtful counsel on a broad range of issues

### Relationship Management

- Seeks and builds collaborative relationships with all stakeholders to engage, mobilize and advance the strategy of the Chamber and its members
- Fosters a strong and collaborative working relationship with the CEO and staff
- Facilitates and contributes to a culture of trust and respect

### Business Acumen

- Financially literate and familiar with processes for evaluating organizational performance
- Uses sound judgment and logic in all decision-making

## TIMELINE AND PROCESS

Process	2022 Date
Call for Nominations	Tuesday, October 4
Deadline for Nominations	Friday, October 14 by 5pm
Interviews and Board review	Monday, October 18 to Friday, November 4
Report to the Board	Tuesday, November 15
Elections (if required)	Thursday, November 17 – Friday, November 25
Announcement of Election Results	Annual General Meeting



# Nomination Form Board of Directors

Please return completed Nomination Form, with signatures to the Whistler Chamber of Commerce at [chamber@whistlerchamber.com](mailto:chamber@whistlerchamber.com), by 5pm on October 14, 2022.

Nominees must be a Chamber member in good standing or representatives of a Chamber member in good standing.

## NOMINEE INFORMATION

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Title/Occupation \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Please also submit a Statement of Interest and headshot for display on the Chamber website.

The Statement of Interest should be a maximum of 250 words and include a description of why you are interested in becoming a Director, and to what degree you meet the established criteria. Headshot dimensions: 100 x 130 pixels (Note: Images outside of these dimensions will be altered).

Email your Statement of Interest and headshot to [chamber@whistlerchamber.com](mailto:chamber@whistlerchamber.com). Please note that the Chamber has the right to edit the information submitted.

Consent of an individual to let their name stand for the position of Director is indicated by the signature below.

I have read and fully understand the By-laws outlining the duties and responsibilities of a director and I agree to allow my name to stand. \*\*

Signature of Nominee: \_\_\_\_\_

Endorsed by three Chamber members in good standing:

	Name	Business	Signature
1)			
2)			
3)			

\*\*Copies of the Constitution and By-Laws are available at online at [www.whistlerchamber.com](http://www.whistlerchamber.com)