



2025/2026 BOARD NOMINATION PACKAGE Process & Application Form

The Nominations Committee of Comox Valley Chamber of Commerce (Chamber), 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 2 year term commencing April 23, 2025 completing April 2027.

We are pleased to provide this nomination package outlining the expectations of Directors of the Chamber along with their role and responsibilities.

IMPORTANT TO NOTE: Nominations close at 4:00pm on Friday, March 14, 2025.

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 the Chamber is directly dependent on the leadership and enthusiasm of the Board of Directors.

This is a governance board.

The Nominations Committee chaired by the Past Chair, urges you to consider the following desirable qualities, some or all of which strong candidates for the Chamber Board of Directors should possess:

- Awareness and understanding of the role of the Chamber and a desire to support it.
- Awareness of the business and economic climate in the Comox Valley, 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.
- Well developed faculty for critical analysis.
- High ethical standards and integrity in professional and personal dealings.
- Ability to work as a team member.
- History of community involvement.

In addition, nominees must be Chamber members in good standing or representatives of Chamber members in good standing (employed at the same business) for a minimum of two years and must be endorsed by two Chamber members in good standing.

If you have any questions about the process and/or associated information, please contact the Chamber office at 250-465-0019 or email: executivedirector@comoxvalleychamber.com

2024 Nominations and Annual General Meeting	
Date	Details
April 2, 2025	Deadline for AGM official notice to be sent to members.
March 14, 2025 (4:00 pm)	Deadline for receipt of board nominations
March 19, 2025	Board to review nomination packages
March 19, 2025	Election –could be by acclamation
March 28, 2025	Successful candidates announced.
April 16, 2025	Board Meeting – Old meets New (11:45 am – 1:30 pm)
April 23, 2025	Annual General Meeting – installment of new directors
May 21, 2025	Board Meeting

ABOUT THE CHAMBER

The Comox Valley Chamber concentrates on:

- Building a solid resource for members and the community
- Promoting the business community and not-for-profit organizations;
- Focusing on future prosperity via a pro-business climate - Powering the people who power the Comox Valley;
- Representing the unified voice of local business; and
- Collaborating with other organizations to establish rapport and well-functioning networks within the community.

The Chamber is a membership-driven organization governed by a volunteer [Board of Directors](#). All Chambers share a common ambition for sustained prosperity of their community/region, built on thriving employers. The [BC Chamber](#) , [Canadian Chamber of Commerce](#), and Comox Valley Chamber collectively lobby **all** levels of Government to ensure private sector enterprises and investment is not overly burdened by red tape.

Governance

The Chamber operates according to its [Bylaws](#). The governance of the Chamber is vested in a Board of Directors of maximum of 12 individuals elected by the membership.

2025 Board of Directors Nomination Form

Nominator

I, _____ of _____, a Chamber member in good standing, hereby nominate _____ to the Board of Directors of the Comox Valley Chamber of Commerce.

Signed by _____

Print name _____

Nominee

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

Signed by _____

DATE _____

- Each nomination must be signed by the Nominator and Nominee.
- Completed nominations must be received by the Chamber electronically by **Friday, March 14, 2025 at 4:00 pm**

Please provide the following via email to executivedirector@comoxvalleychamber.com:

1. a short biography (approx. 150 words) for publication describing your experience and interests. This information will be published for the public and membership to view.
 2. a .jpeg business headshot photo of yourself
 3. your home address and contact number (for government registration purposes)
- Candidates and Board Members are expected to attend:
 - **AGM** - April 23, 2025
 - **Election** – TBA (could be by acclamation)
 - **New Board Orientation** – (date & time TBA)

Director Responsibilities and Obligations

Congratulations on accepting the nomination to the Board of Directors for the Chamber. It is with the help of community-minded people such as you that the Chamber is successful in its role to enrich the quality of the economic and civic well-being of the community as a whole. Outlined below are some of the responsibilities that come with the title of Director.

ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:

Board meetings are held at noon on the 3rd Wednesday of every month at noon and typically last 1 ½ - 2 hours. When possible, Board members bring their lunches. Board packages are sent out to the board the Friday prior to the Wednesday board meeting.

ATTENDANCE AT CHAMBER FUNCTIONS:

Directors are expected to attend Chamber functions and connect with members. When Board members network with members it provides an opportunity for members to air views about Chamber municipal affairs, business challenges, etc. with the Board. Admission to most events is complimentary.

DISCRETION AND CONFIDENTIALITY:

Directors of the Comox Valley Chamber of Commerce are 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. A signed confidentiality agreement will be required.

ORGANIZATION OF COMMITTEES:

A Director may have, by appointment, a committee responsibility. When a Director is appointed Chair for a committee they are responsible for recruiting volunteers from the membership and Board of Directors. The Chair and Executive Director are members of all committees and will assist in any way possible to achieve the goals set forth by the Chairperson. Terms of Reference for each Committee are included in the Board's Policy Manual.

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 a knowledgeable resource 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 the Chamber, please advise the Chair or E.D.

AMBASSADOR OF GOODWILL:

Chamber of Commerce Directors are at times, required to attend openings, 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 that as a director you wear your nametag and be visible as a Chamber representative.

COMMITMENT OF TIME:

A Director of the Chamber can expect to devote approximately –3-5 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, can be much more extensive.

MEDIA RELATIONS:

Chamber Directors may be approached by the media for comment on current issues. **The Chair or the Executive Director are the official spokespersons for the Chamber.** Directors are not authorized to speak on behalf of the Chamber, although there may be situations where a pre-determined designate may be appointed by the Board to speak on a specific issue.

DIRECTOR'S CODE OF CONDUCT

Board members are required to sign a Code of Conduct policy at their first board meeting. (policy below)

DIRECTOR'S 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. The Authorized spokespeople for the Board of Directors and the Chamber are the Board Chair and Executive Director.
5. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business. Directors falling below 60% attendance at board meetings can be removed from the board as specified in the Chamber's bylaws.
6. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
7. Directors' contributions to discussions and decision making shall be positive and constructive.
8. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
9. Directors shall know and adhere to the Chamber's governance policies.
10. Directors shall know and adhere to the Chamber's bylaws.
11. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
12. Directors shall participate in the Chamber in ways other than attending Board meetings, such as committee work, Chamber and community events and membership recruitment.
13. The Executive Director is responsible to the entire Board. Consequently, no single Director or committee has authority over the Executive Director.
14. Directors shall not attempt to exercise individual authority or undue influence over the Chamber, other Directors, or staff.
15. Directors must resign if elected to public office (City Council, Regional District, Mayor, MLA, MP, and School District).
16. Directors are expected to always conduct themselves in an ethical and professional manner. Directors must exercise professionalism and discretion when

using social media, ensuring their online presence aligns with the values and integrity of the organization. Failure to do so can result in removal from the board.

Introduction to the Skills Matrix

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.

Please use the following two Checklists to personally rate your experience level in each category, **with 1 being low and 5 being a high level of experience, knowledge and appropriate representation.**

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.

AREA	RATING 1 LOW - 5 HIGH	COMMENTS – EXAMPLES
Financial Accounting & Audit		
Marketing & Communications		
Leadership		
Strategic Planning		
Human Resources		
Risk Management		
Technology		

Advocacy & Policy Development		
Business Acumen		
Government Structure and Function		
Not for Profit Governance		
Knowledge of Different Industries & Local Economy		
Membership Recruitment		
Environmental Issues		
International Trade		
Transportation		
Social Issues and Policy		
Innovation & Technology		
Post-Secondary Education		

Submitted by: _____ Organization: _____

Signature: _____ Date: _____