

## 2020 BOARD DIRECTOR NOMINATION INFORMATION

In accordance with the Constitution and Bylaws of the Richmond Chamber of Commerce, nominations are now open for the Richmond Chamber of Commerce Board of Directors. The following guidelines apply:

- A. The completed nomination forms, including a picture of the candidate, must be received by the Chamber office prior to 5:00 p.m. on February 9, 2020 in order to be considered by the Board Nominating Committee.
- B. All valid nomination forms will be reviewed by the Board Nominating Committee, who will then shortlist candidates and schedule interviews. Any candidate who is not shortlisted may request a debriefing on the reasons why they were not selected for an interview.
- C. The Board Nominating Committee will evaluate interviewed candidates and make recommendations in accordance with Richmond Chamber of Commerce Bylaw 6.5.
- D. Incumbent Directors who indicate that they wish to stand for re-election are not required to re-apply. However, incumbents may be asked for an interview at the discretion of the Nominating Committee, if Board expectation guidelines (as defined in the attached) are not being met. Incumbents are not necessarily automatically included in the slate.
- E. Candidates not put forward on the proposed slate by the Nominating Committee may still request to stand for election at the Annual General Meeting provided they are eligible to be placed on the ballot. (See Eligibility Requirements attached.)
- F. Election and installation of the Board will be held at the Annual General Meeting to be held in April 2020.

## ELIGIBILITY

A Director of the Richmond Chamber of Commerce must be committed to leadership and will be expected to perform specific duties within the business community. In order to provide candidates with insight regarding the responsibilities and commitment of an individual Director of the Richmond Chamber of Commerce, this package includes information on the general responsibilities of all Directors in a not-for-profit organization.

To be eligible, candidates must be:

- 1) A **member in good standing for a minimum of one year**;
- 2) Free of any conflict of interest;
- 3) Willing and able to attend board meetings on a regular basis;
- 4) Familiar with the Richmond Chamber of Commerce's operations and activities;
- 5) Involved at a level that demonstrates an ongoing commitment to the Chamber's goals and objectives.

Current involvement in a Richmond Chamber of Commerce Committee or Task Group is an excellent way for a candidate to gain experience and demonstrate commitment. In addition, the Board recognizes that, in order to be effective, it should represent as broad a range of industries and skills as possible. Board diversity is necessary for forward thinking and for eliciting reasoned and substantiated input to municipal, provincial and federal regulators on a variety of issues.

Candidates must complete the enclosed nomination form and the candidate's profile and submit along with a photo (png and jpeg, minimum 200dpi) and a current resume. Please submit all nominations to the Richmond Chamber of Commerce office:

Attention: Matt Pitcairn  
Richmond Chamber of Commerce  
#201 – 13888 Wireless Way, Richmond, BC, V6V 0A3  
[mpitcairn@richmondchamber.ca](mailto:mpitcairn@richmondchamber.ca)  
Subject Line: 2020 Board of Directors Nomination Form

## 2020 BOARD DIRECTOR NOMINATION FORM

### NOMINEE

I have read and fully understand the preceding pages outlining my responsibilities and expectations as a Director of the Richmond Chamber of Commerce and I am a member in good standing of the Richmond Chamber of Commerce.

I, \_\_\_\_\_ am prepared to let my name be considered by the Board Nomination Team for the 2020 Richmond Chamber of Commerce Director Election, and will commit to carry out my responsibilities should I be nominated and elected.

### ACTION:

I have attached my resume or a one-page summary of my background and community involvement

*(Candidate Profile sheet - see next page)*

### ACTION:

Two nominators, both of whom must be members in good standing of the Richmond Chamber of Commerce, have signed below in support of my nomination.

1. \_\_\_\_\_  
Please print nominator's name

\_\_\_\_\_  
Nominator's signature

\_\_\_\_\_  
Please print nominator's Company Name

I am nominating the candidate because:

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2. \_\_\_\_\_  
**Please print nominator's name**

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**Nominator's signature**

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**Please print nominator's Company Name**

**I am nominating the candidate because:**

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3. \_\_\_\_\_  
Please print nominator's name

\_\_\_\_\_  
Nominator's signature

\_\_\_\_\_  
Please print nominator's Company Name

I am nominating the candidate because:

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4. \_\_\_\_\_  
Please print nominator's name

\_\_\_\_\_  
Nominator's signature

\_\_\_\_\_  
Please print nominator's Company Name

I am nominating the candidate because:

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## BOARD DIRECTOR CANDIDATE PROFILE

**Part of the election process is the development of a candidate profile to be included in the election package**, which is sent to the membership. Your assistance is required in completing the section below with the necessary information. It will be subject to editing. Please complete by filling the fields below, and return to the Richmond Chamber of Commerce Office to the Attention of:

**Matt Pitcairn, President & CEO mpitcairn@richmondchamber.ca by Monday, February 9th at 5:00pm. Nominations will not be accepted after this date and time.**

**Please attach your photo in png or jpeg formats, and resume/backgrounder in pdf format.**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Education: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**List Chamber of Commerce / Association Involvement:**

Do you sit on another board or committee? Discuss other community or business initiatives have you worked on?

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**What do you think you can contribute as a Board Director towards the Chamber?**

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**Why do you wish to serve on the Chamber of Commerce Board of Directors?**

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**What do you expect to accomplish during your term in office?**

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