

## Board of Directors Expression of Interest

Thank you for your interest in serving on the Guelph Chamber of Commerce's Board of Directors. The Guelph Chamber wants to ensure the board is comprised of talented and dedicated Directors with diverse expertise, experience, skills, and backgrounds. A board composition that reflects the diversity of our membership and community strengthens the value we bring to our members and enhances our ability to foster economic prosperity.

**To submit your name to be considered for a Director position, please familiarize yourself with the position (noted below) and submit the following documents to [jane@guelphchamber.com](mailto:jane@guelphchamber.com) no later than Friday August 25<sup>th</sup>:**

- Completed application form (beginning on page 2)
- A current resume and/or review my LinkedIn for up-to-date information about my professional experiences, education and volunteerism
- One (1) brief letter of reference to support your application

### Board of Director Description & Duties

As a governance board, the Board of Directors is the legal and governing authority for the Guelph Chamber of Commerce. As a member of the Board, a Director must act in a position of trust for members. A Director is informed on organizational matters and participates as needed in the Board's deliberations and decisions. Director candidates and acting Directors must be a member in good standing with the Guelph Chamber. A Director will serve a two (2) year term. This is a volunteer position and Directors will not be financially compensated.

There are two (2) Director positions available. To ensure the Board is reflective of our membership and organizational needs, all expressions of interests will be subject to review by our Governance & Nominating Committee and our current Board of Directors.

Duties of a Director include:

- Supporting the mission and vision of the organization, as per the Strategic Plan
- Attendance at regular Board meetings, as per the Bylaws and reviewing Board Package prior to each meeting
- Monitoring and reviewing bylaws and policies
- Reviewing and approving budgets
- Participating collegially in informed discussions regarding the organization
- Regular promotion of and engagement with the organization, including attending chamber events when possible

### Board of Director Time Commitments

Directors will be expected to commit to a minimum of twelve (12), two (2) hour meetings per year. The Board of Directors will meet each month, unless otherwise stated. Additional meetings may be required and are subject to change with or without notice.

# Board of Directors Expression of Interest Application: Form 1

By submitting a completed expression of interest form, you agree to the commitments outlined on page 1.

## Section 1: Candidate Information

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

Organization: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Years in this position: \_\_\_\_\_

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

LinkedIn Profile: \_\_\_\_\_ (in lieu of resume)

Date: \_\_\_\_\_

## Section 2: Organizational Information

How many employees work at your organization?

- Less than or equal to 10 employees
- Between 11-25 employees
- Between 26-100 employees
- Between 101-250
- Greater than or equal to 250 employees

Please select one sector that best represents your organization:

- Agri-food
- Association
- Clean-tech
- Construction/Skilled trades
- Culture, Tourism/Recreation
- Development/Real Estate
- Distribution/Logistics/Warehousing
- Education/Research
- Healthcare/Non-profit/Social Services/Public Sector
- Manufacturing
- Retail, Food Service
- Professional, Scientific & Technical Services (If you selected Professional, Scientific & Technical Services, please specify: \_\_\_\_\_ (E.g. Audit and Accounting, Legal, Placement, Engineering, Marketing, Consulting services))

### Section 3: Demographical Information

Gender/self-identification \_\_\_\_\_  Prefer not to answer

Ethnicity \_\_\_\_\_  Prefer not to answer

Do you consider yourself a member of the LGBTQ2IA+ community?

Yes  No  Prefer not to answer

Are you a persons with disabilities?

Yes  No  Prefer not to answer

Please select your current age:

- under 25
- 25 to 40
- 41 to 60
- Over 60
- Prefer not to answer

### Section 3: Candidate's Areas of Expertise & Professional Skills

Rate your knowledge and understanding of the governance model of a not-for-profit organization:

- Not at all knowledgeable
- Somewhat knowledgeable
- Very knowledgeable

Rate your knowledge and understanding of the current political and economic landscape:

- Not at all knowledgeable
- Somewhat knowledgeable
- Very knowledgeable

What are your personal areas of expertise? Please select all that apply:

- Academic/Education
- Audit/Accounting/Finance
- Administration
- Board Governance
- Continuous Improvement
- Economic Development
- Sales
- Government Relations
- Human Resources
- Information Technology
- Indigenous Relations
- International Affairs/ Trade
- Legal
- Marketing, Communications & Public Relations
- Risk Management
- Strategic Planning
- Visionary and Innovative Thinker
- Relationship Building with Internal & External Stakeholders
- Political Knowledge/Acumen
- Leadership

## Section 5: Additional Information

1. We are looking for Directors who are champions of our organization and mission. Tell us about your level of knowledge and/or engagement with the Guelph Chamber to date. What interests you most about joining the Guelph Chamber's Board of Directors?
  
  
  
  
  
  
  
  
  
  
2. We are looking for Directors with diverse personal and professional experiences and connections. Please list any relevant volunteer positions held, interests and/or projects with which you have been involved. (Point form preferred)

3. Please describe a situation where you demonstrated sound judgement, critical thinking, and/or decision-making skills. (Point form preferred)
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. Would you like to identify any other representation and/or expertise that is important to your application? *Please note this question is **not required** to be answered.*
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. The Guelph Chamber wants to identify and remove barriers to participation with our organization. Are there any barriers to being engaged with us that you would like to bring to our attention? Responses to the question will be aggregated and kept confidential. *Please note this question is **not required** to be answered.*

### Please Note:

- Please email this completed form along with your resume and a letter of reference to [jane@guelphchamber.com](mailto:jane@guelphchamber.com).
- Applications will be accepted until Friday August 25<sup>th</sup>.
- All applicants will be followed up with to confirm a decision no later than Friday October 13.