



# The voice of business.

## Board of Directors Call for Nominations

The Nomination Committee of the Alberni Valley Chamber of Commerce (the “Chamber”), in accordance with the Chamber’s by-laws, is opening the nomination period for candidates with established business, finance and leadership experience, to join its Board of Directors commencing in May 2025.

In 2024, 13 directors were elected for one-year terms. There are 13 positions available for the 2025-2026 term. While incumbents have expressed a desire to continue serving the Alberni Valley Chamber, new candidates are always welcome.

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

**VISION:** To make the Alberni Valley a vibrant and prosperous business-friendly community.

**MISSION:** The Alberni Valley Chamber of Commerce is the voice of business, providing leadership, advocacy, services, and information to businesses and the community, enabling economic growth and prosperity.

The strategic goals of the Chamber are:

**Advocacy** – advocate with all levels of government and other interested parties to ensure a pro-business environment including influencing business friendly public policy, reducing barriers for businesses, and increasing support for the local economy.

**Service Delivery** – grow influence and membership through engaging business owners/entrepreneurs, understanding their needs, connecting businesses to each other and the community and providing exceptional services and value.

**Sustainable Organization** - achieve operational excellence and organization sustainability through ensuring, financial stability, a diverse and professional workforce, effective internal processes/systems and optimal infrastructure.

**Governance** – model progressive leadership and strong governance through maintaining a strategic focus, working cooperatively within the community, and ensuring the Board of Directors is effective, diverse, collaborative, and transparent.

**Tourism** - Support a strong vibrant tourism sector through the provision of tourism infrastructure and services.

## 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

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 Alberni Valley'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
- 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
- An active paid membership with the Alberni Valley Chamber of Commerce

## 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  
Executive Leadership  
Community Profile

Member-based  
Services Risk  
Management  
Governance/Previous  
Boards

Communications  
Human  
Resources  
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

**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 ED 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**

<b>Process</b>	<b>2025 Date</b>
Call for Nominations	March 1, 2025
Deadline for Nominations	March 28, 2025
Nomination Committee Review Submissions	April 8, 2025
Announce Candidates for Board Election/Acclamation	April 14, 2025
Report to the Board	April 24, 2025
Nomination Report	Annual General Meeting, May 14, 2025