

## Board Positions Available

Industry Category	# Vacancies	Term Length
Accommodation	4	Two-year term: May 2023 to May 2025
Tourism Related Business	1	Two-year term: May 2023 to May 2025

## Board Eligibility:

- Nominees must be a Tourism Kelowna voting member in good standing as of February 1<sup>st</sup>, 2023.
- A voting member is a primary contact for a Central Okanagan tourism-related business that has paid the Tourism Kelowna annual membership fee. Please note, a Central Okanagan accommodation business who collects and remits a 3% guest tax (via Kelowna's Municipal Regional and District Tax or voluntary 3% Destination Marketing Fee (that is allocated towards Tourism Kelowna destination marketing, automatically and at no charge, becomes a member with full marketing and voting benefits, including Board eligibility.
- Please see the attached for specific skills and background we are currently seeking.

## Commitment:

- Fulfill one 2-year term
- 9 Board meetings per year
- One AGM per year in spring
- One full-day annual Board retreat
- Participate on a minimum of one Board committee or Task Force
- Attend Tourism Kelowna Board, staff and stakeholder functions
- Participate in annual Board governance training

## Nomination Process:

- Call for nominations and reminders will be issued by email to all voting members February 28 to March 14, 2023.
- Deadline for the nominations package to be received: 5:00 p.m. on Tuesday, March 14, 2023.
- The Board Development Committee will prepare a ballot showing all nomination submissions which may include a Board endorsed slate.

## Election Process:

- Voting will take place electronically via e-mail to all voting stakeholders.
- Voting opens April 4, 2023 and closes 5:00 pm, Tuesday, April 18, 2023.
- Successful candidates will be notified following the April 26, 2023 Board meeting.
- Successful candidates will be publicly announced at the **Tourism Kelowna Annual General Meeting** May 9, 2023.

## For further information contact:

Cheryl van den Bold, Email: [cheryl@tourismkelowna.com](mailto:cheryl@tourismkelowna.com)



## Board of Directors Nomination Form

Nominations must be received by Tourism Kelowna no later than **5:00 p.m. on Tuesday, March 14, 2023.**  
Forms can be emailed to [cheryl@tourismkelowna.com](mailto:cheryl@tourismkelowna.com).

### Board Director Nomination Category: (check one)

- ☐ Accommodation
- ☐ Tourism Related Business

Tourism Kelowna is seeking a broad range of representatives and leadership from the tourism industry. The Board of Directors is particularly interested in applicants with the following experience:

- Previous Board experience
- Familiarity with financial and accounting oversight
- Board governance experience
- Familiarity with the BC Societies Act
- Strong understanding of the tourism and hospitality industry
- Seeking diverse backgrounds (including but not limited to Indigenous, 2SLGBTQIA+, BIPOC and accessible tourism)

To learn more about Tourism Kelowna's bylaws, mission and vision statements, please visit our website at [www.tourismkelowna.com/about-us/](http://www.tourismkelowna.com/about-us/)

### Board Nominee Information

NAME (please print) \_\_\_\_\_

COMPANY \_\_\_\_\_

POSITION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

In order to be accepted your nomination package must include this signed form and the following:

- ☐ Biography; maximum 100 words outlining why you wish to join the Tourism Kelowna Board of Directors and the value you feel you can offer the society. Please include how long you have been with your current business and any Tourism Kelowna functions or events you may have attended in the past.
- ☐ Photo; well-lit head and shoulder shot, suitable for inclusion on the ballot.
- ☐ Name and signature of your nominator; must be a voting member not currently employed at your place of business or organization.

**Biography and Photo must be included (100 words plus head and shoulders photo)**

**Please answer the following questions:**

**1. Why do you want to be a Board member with Tourism Kelowna? What sets you apart from other candidates (for example include involvement with Indigenous, 2SLGBTQIA+, BIPOC and accessible tourism).**

**2. List any other previous Board of Directors experience as well as association memberships and/or community connections.**

**3. Skills Matrix – Please complete by checking all that apply.**

Tourism Sector (specify)	Business Owner / Senior Management	Finance	Diversity Equity Inclusivity	Sustainability Training	Marketing & Communications	Board Governance	Strategic Planning

**4. Which committee most interests you? All committees have staff support.**

Please prioritize by numbering the appropriate boxes. (1,2,3)

- ☐ Board Development Committee - Oversees the election process; keep records of the terms of Directors; determines vacancies, recruits and approved nominees; new director orientations; director education and training.
- ☐ Governance Committee – Prepares Board’s annual workplan; reviews Constitution, bylaws and policies; coordinate annual CEO, organization and board evaluations.
- ☐ Finance Committee – Monitors financial reporting; recommends monthly and annual financial statements to the Board; oversees annual audit process and recommends appointment of auditors.

**Nominator:** (must be a voting member in good standing)

NAME (please print) \_\_\_\_\_

COMPANY \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PHONE \_\_\_\_\_

**Nominee Consent**

I, \_\_\_\_\_, hereby consent to actively participate as a director of the Tourism Kelowna Society representing \_\_\_\_\_ (business name).

I hereby agree to accept the nomination and am willing to serve and abide by the Bylaws of Tourism Kelowna Society for a two (2) year term, if elected.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_