



BOARD MEMBER APPLICATION

APPLICATION FOR CBIA BOARD CONSIDERATION

Thank you for your interest in joining the Chemainus Business Improvement Association.

Reasons you are interested in serving as director:

Date of submission: _____

Requesting to be a (select one):

Board Director Ex-Officio Representative

Name: _____

Phone: _____

Email: _____

Address: _____

Expertise you bring to the board:

Business name: _____

Years Employed/Owning: _____

Industry: _____

Address: _____

Website: _____

Chemainus district you would be representing:

Uptown (Chemainus Rd) Downtown (Willow St)
 Old Town Mid-Town (Maple Ln Area)

Quick career biography (feel free to use resume instead):

Other affiliations: _____

Application review date: _____

APPROVED
 LATER CONSIDERATION

Recommendation: _____

TO BE COMPLETED BY A CBIA REPRESENTATIVE

BOARD MEMBER CRITERIA & OBLIGATIONS

As per the bylaws passed and the requirement of the Societies Act; the CBIA is to have 6-12 (twelve) directors of the Board. They serve for a two year term. All directors are elected by the board throughout the year should a spot become available, or subsequently at the AGM meeting that is to take place in Nov/Dec of every year. Each director is there to serve the CBIA for the betterment of the membership and will take a leadership role in the community.

Member applications who wish to qualify must meet the eligibility criteria below:

- Be in good standing with the CBIA
- Represent a current business/land holdings within the CBIA boundary
- Be willing to attend monthly meetings (one hour on the second Tuesday of every month)
- Able to attend AGM meetings along with other CBIA lead directives/initiatives

Expectations/Obligations:

- Attend director, board and sub-committee meetings as required
- Responsible for vision, strategy, and goals for the overall organization
- Obligated to establish policy and procedures
- Review initiatives, campaigns and events to provide key decisions
- Ensure brand alignment within all initiatives
- Act as a resource for the director and stakeholders alike
- Monitor general society activities
- Interact with the community as an ambassador
- Be well informed about the organization and its initiatives
- Contribute skills, knowledge, and experience when appropriate
- Listen respectfully to other view points even those you do not agree with
- Assume Leadership in board activities
- Represent the nonprofit side to the residents, public, businesses and community organizations
- Will refrain from talking on behalf of the CBIA to media, officials but can discuss personal opinions and stances (board executive positions exempt - President, Vice-President, etc.)
- Educate yourself about your areas needs, community needs, and socio economic circumstances within the area.

We would love to have your support as a director. Please fill out this application and submit as soon as possible. Feel free to use additional pages/the back of the applications/anything else you need. Once complete, please email to info@visitchemainus.ca or drop off in a sealed envelope to the Visitors Centre attention, Chemainus BIA. CBIA Staff will process your application and it will be circulated for board review. Once reviewed at the next scheduled meeting, we will be in contact.

Questions? Please contact:

Krystal Adams - Marketing and Events Director | 250-216-4239 | kadams@visitchemainus.ca