



The Canadian Home Builders' Association of the Central Okanagan, in accordance with our by-laws, is seeking candidates with established business, leadership, and advocacy expertise to join the Board of Directors for a minimum one-year term commencing in September 2023.

We are pleased to provide this nomination package that outlines the expectations of Directors of the Canadian Home Builders' Association together with their role and responsibilities.

NOMINATIONS WILL CLOSE AT 12PM ON JULY 14, 2023

Nomination Criteria

Directors represent and are accountable to the membership and as such are responsible for governing and overseeing the strategic direction of CHBA CO. The effectiveness of your local CHBA is directly dependent on the leadership and enthusiasm of the Board of Directors.

The CHBA CO would like you to consider the following desirable qualities, some or all of which, strong candidates for the CHBA CO Board of Directors should possess:

- Commitment to the work of the organization
- Knowledge and skills in one or more areas of board governance: policy, finance, programs, and/or personnel.
- Awareness of the business and economic environment in the Residential Construction industry.
- Be informed of the services provided by CHBA CO and publicly support them
- High ethical standards and integrity in professional and personal dealings
- Promote CHBA CO membership through community networking, etc.
- Ability to foster a positive working relationship with Board members, and CHBA CO staff
- Past history of community involvement
- Ability to work as a team member

In addition, nominees must be CHBA CO members in good standing or representatives of CHBA CO members in good standing for a minimum of two years and must be endorsed by two other CHBA CO members in good standing.

If you have any questions about the process and/or associated information, please contact the Canadian Home Builders' Association of the Central Okanagan office at (250) 861-3988 or dan@chbaco.com

2023 Nomination and Election Process Timeline	
June 6	Call for nominations sent by staff
June 6 – July 14	Nominations accepted by CHBA-CO
June 16	Nomination Information Session - Online
August 1 – September 1	Online Voting Commences
September 2023	Election held at AGM, Successful candidates announced



About CHBA CO

Our Mission

The voice of Canada's residential construction industry.

Our Vision

To play a strong and positive role for the housing industry. To keep our members informed and support their business growth and ability to provide affordability, quality and choice for consumers.

Our Purpose

To elevate the professionalism of our members in the local construction industry by connecting, informing, empowering, recognizing and educating them.

Our History

Since 1943, the Canadian Home Builders' Association (CHBA) has been "the voice of Canada's residential construction industry." Representing one of the largest industry sectors in Canada, our membership is made up of over 8,500 companies – including home builders, renovators, land developers, trade contractors, product and material manufacturers, building product suppliers, lending institutions, insurance providers, and service professionals.

Governance

The CHBA CO operates according to our by-laws that are approved by our membership. The governance of the CHBA CO is entrusted in a Board of Directors of a maximum of 13 individuals elected by the membership and the immediate Past President who assumes an ex-officio role with the Board.

Director Obligations and Responsibilities

Responsible for the overall governance of the Association, CHBA CO's Board of Directors brings together volunteer leaders from the Okanagan. The Board meets once a month to set key policies and directions for the Central Okanagan in accordance with our strategic plan.

Attendance at Board of Directors Meetings

Board meetings are held every month at a mutually agreeable time and typically last an hour and a half. (Second Tuesday of each month from 3pm – 4:30pm). It is expected to attend a minimum of nine (9) Board meetings throughout the year.

Attendance at CHBA CO Events

One of the reasons for an individual to join the CHBA CO is the networking opportunities that exist from our Buildin' After Hours, Builder Breakfasts and Luncheons. Attendance by the Board of Directors shows support for the CHBA CO and gives members a chance to give input on the direction of CHBA CO. Keeping up to date with our current functions is one of the Director's most important responsibilities.

Willingness to Travel

As we work to expand the role of our association across our region, Efforts are being made beyond the borders of Kelowna to attract members and provide value. A board member should expect some necessary travel for social functions and board meetings to help promote our work.

Discretion and Confidentiality

Being a Director of the CHBA CO, you are often exposed to confidential information during Board meetings. Please be aware of the confidential nature of some information and respect that confidentiality. You will be asked to sign a Code of Conduct document prior to the first Board meeting.

Membership Recruitment

Directors are expected to promote the CHBA CO and be a source for leads on potential new members.

Knowledge of Current Events and Key Issues

Board members should be well informed about issues surrounding the residential construction industry and should have an ability to speak to these issues when connecting with other members.

Media Relations

CHBA CO is regularly approached by the media for comments on current issues in our economy. The CHBA CO has a policy that the President, Vice President or Executive Officer is the only acceptable media contact on any issues. When in doubt, defer to the President.

Committees

Beyond the Executive Committee, Board Directors are expected to sit on or chair at least one committee. At the moment, the following committees are active:

- Events
- Education
- Designers
- Housing Awards
- Government Relations
- Membership
- Women in Construction
- U40
- Step Code

In the year ahead, we are looking to launch regional advocacy committees to support our government relations work as well.

Commitment of Time

A Director of the CHBA CO can expect to devote 4-6 hours per month of their time to meetings, programs, networking, and other duties that may arise. This time commitment is the minimum to be expected and may fluctuate throughout the year.

Nomination and Consent Form

Name: _____ Telephone: _____

Company: _____

I, _____, hereby consent to my nomination as a candidate for the election to the Board of Directors of the Canadian Home Builders' Association of the Central Okanagan (CHBA CO); and agree to stand for election and to serve as a Director, if elected. I understand that being a member of the Board of Directors involves being a member in good standing of the CHBA CO, attending at least nine Board meetings per year and participation in association activities. If elected, I agree to carry out my duties to the best of my abilities.

I wish to be considered for the following position of Director

Signature: _____ Date: _____

List two members of CHBA CO in good standing to support your nomination

Name: _____ Company: _____

Telephone: _____ Email: _____

Name: _____ Company: _____

Telephone: _____ Email: _____



Background

Number of years in the industry: _____

Number of years as a CHBA CO member: _____

CHBA CO Committees, Councils and Task Forces served on:

Other industry positions held:

Nominations must be accompanied by a brief statement on the background of the nominee and why the nominee is interested in serving on the Board of Directors:
