



## BOARD OF DIRECTORS APPLICATION

Visit Oakville is currently seeking applications from qualified candidates to sit on its Board of Directors for a **one-year term**. Submissions will be reviewed and selected by the Governance and Nominating Committee, with final approval by the Board of Directors.

Eligible candidates must work or live in Oakville and have a passion for the town. Previous board experience is not mandatory but is an asset.

This is a one-year term to fill a parental leave. The term will start in January 2024. The successful applicant may have the opportunity to apply for a three-year term, given director vacancy/vacancies in one year's time.

Priority will be given to candidates with knowledge of and experience in:

- Financial management
- Accounting (designation preferred)
- Financial audits
- Nonprofit accounting standards

Expectations of Visit Oakville Directors:

- Attendance at a minimum of four board meetings per year, each approximately 60 minutes, held in Oakville and/or online.
- Availability to participate in a minimum of one committee or advisory group.
- Preparation time to read and assess meeting materials, reports, research, and other resources provided in advance of Board and committee meetings.
- Participate actively and fully at Board meetings to advance agenda discussions, reach consensus, and provide strategic oversight to the organization.
- A commitment to support the development and growth of the local tourism industry and its economic impact.

Director Requirements:

- Eighteen (18) years of age or older.
- Prepared to participate and contribute expertise on a strategic level and with an understanding of operational implications.
- Able to operate within a policy-oriented governance model.
- Prepared to fulfill the Director's role in a volunteer capacity without compensation.



- Able to contribute the required time to fulfill the roles and responsibilities of a Board Director role, in addition to other committee and task force roles.
- Committed to fulfill a one-year term as a Board of Director member.
- Able to work in a team-oriented environment that builds on consensus and represents a diverse industry with a multitude of interests and needs.
- Willing to accept the governing By-Laws and the policies of the Board of Directors, and comply with the decision-making process, including respecting the organization's policies and other key governance components.
- Interest in considering Board leadership positions in the future including Committee, Task Force and/or Board Chair roles.
- Participation in related professional development and governance training opportunities and initiatives as needed.
- Provide advance notice (as outlined in the policies and procedures) should the candidate be unable to fulfill their term for any reason.

How to Apply:

- Complete the online form by **Monday, December 4, 2023**.
- The application can be found here: <https://www.surveymonkey.com/r/VOBoardApp>

We welcome and encourage applications from diverse perspectives and experiences.

Candidate submissions are reviewed by the Governance and Nominating Committee. Interviews (online or in person) may be scheduled.

Final selection of the director will be made by January 15, 2024.

Thank you for your interest in Visit Oakville.