



Thank you for your interest in serving on the Downtown Kitchener BIA Board of Directors! The Nominations Committee will receive your application in confidence and contact you to schedule an initial meeting/interview.

The Downtown Kitchener BIA Board uses a skills matrix to ensure a well-rounded group of Directors who bring a wide range of skills and experience to our discussions. We consider factors such as diversity, location within the district, and skills.

Qualification

To be eligible for a voting Director position, you must own a building or operate a business within the Downtown Kitchener BIA boundary. Please refer to the boundary map below, as only one member per location may serve as a voting Director. *For example, the building owner and business operator at the same address cannot both hold voting Director positions.*

We are hosting a Lunch & Learn session at the DTK BIA office on Monday, June 1st, 2026, at 12:00 p.m. If you would like to attend this session, please RSVP to nominations@kitchenerdowntown.com by Thursday, May 21, 2026.

Expectations for DTK BIA Board Directors

Serving on the Board is a significant volunteer commitment. As a Board Director, you will be expected to:

- Attend all Board of Director meetings held on the last Wednesday of every month at 8:30 a.m., lasting approximately two hours. Directors will be asked to provide their full attention to each meeting.
- Approach meetings with a focus on the betterment of the entire district, setting aside individual interests and respecting other Directors' opinions to achieve the best outcomes for Downtown Kitchener.
- Prepare for Board meetings by reviewing the Board package in advance. Packages will be sent out 3-7 days in advance of the meeting, and may take up to two hours to read.
- Serve on one of the following sub-committees: Marketing, Finance, or Governance.
- Attend and actively participate in special events we host throughout the year.
- Attend an onboarding session prior to your first Board meeting to familiarize yourself with our mission, vision, priorities, and programs. During this session, you will learn about Board meeting procedures (Robert's Rules of Order) and sign a confidentiality agreement to protect sensitive information.

If you have any questions or require additional information, please do not hesitate to reach out. Thank you once again for your interest.

Board of Directors Application

Applicants Name:

Address:

Employer:

Position:

Cell Phone:

Work Phone:

E-mail Address:

Eligibility Requirements (check all that apply to you):

- I am an owner of commercial property in Downtown Kitchener BIA
- I am a tenant in a commercial property in Downtown Kitchener BIA
- I am an employee of a commercial owner or tenant in Downtown Kitchener BIA
- If an employee, I have the support of my employer in this application
- I am 18 years of age or older
- I am not prohibited by law from voting in a municipal election
- I agree to regularly attend meetings as scheduled
- I agree to declare any conflicts of interest
- I agree to assist with promotional efforts and attend special events within the community where the BIA deems a presence is beneficial

BIA Board / Director Commitment:

In addition to sitting on the Downtown Kitchener BIA Board of Directors, you will be required to sit on one of the following committees. Please indicate which of the following committee(s) you will best contribute to:

- Governance
- Finance
- Marketing

*** Directors and Committee Members unable to attend at least 75% of the regular meetings held each year, without reasonable cause and advanced notice, will be removed from their position.

What is your understanding of the mandate or responsibilities of the Board / Committee which you are applying?

Why are you interested in serving on the Board / Committee?

What is your Business / Work Experience / Educational background in the past five years?

Explain how your business / work experience or educational background will complement the mandate of the Board / Committee which you are applying?

Describe any previous experience serving on committees or boards?

Please add any additional information/ comments that should be considered in your application.

Applicant Skills: Please rates your experience from 1-4 in the following (1 being low and 4 being high)

- 1 2 3 4 Management
- 1 2 3 4 Strategic Planning
- 1 2 3 4 Human Resources
- 1 2 3 4 Accounting/Finance
- 1 2 3 4 Marketing
- 1 2 3 4 Communications/Public Relations
- 1 2 3 4 Technology
- 1 2 3 4 Policy Advocacy/Government Relations
- 1 2 3 4 Business Programs/Events
- 1 2 3 4 Fundraising

The answers and information I have provided in the application are true and correct. I understand the expectations of a BIA Board Director / Committee Member and can commit to and honor those expectations.

Dated this ___ day of _____, 20__

Signature _____

Please submit this application to the Nomination Committee
nominations@kitchenerdowntown.com.

Personal information on this form is collected under the authority of the Municipal Act, 2001, (and other applicable legislation) and will be used only for the purpose of recruitment of individuals to the Downtown Kitchener BIA Board of Management / Committees. Information on this form will be disclosed to members of Kitchener Council and Administration for selection purposes only. Questions about the collection of information should be directed to the Municipal Clerk.