



Downtown  
Kitchener  
Business  
Improvement  
Area

## 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](mailto: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.