



Fort William Business District BIA Board of Director Vacancy

The Fort William Business District BIA is currently seeking applications/nominations to fill a vacancy on the Board of Directors. All applicants must be nominated by a member of the BIA. A member shall constitute as an owner of property within the BIA boundaries, or a business owner who directly operates a business based within these boundaries. Non-members who wish to apply for the vacancy must be sponsored by a member of the BIA. All applicable forms are included in the application package on the following pages.

Who are we?

The Fort William Business District BIA is the voice of the business community. It is committed to improving, promoting and advocating for the area of Fort William Business District as one of Thunder Bay's shopping, business, entertainment and historic downtown destinations. In support of the mission, the BIA has these objectives in place:

- **Enhance** the beautification, maintenance and improvements that the City of Thunder Bay provides for the area;
- **Encourage** individual property owners to maintain, beautify and enhance their businesses;
- **Advocate** on behalf of the business community;
- **Work** with community and municipal partners to address safety and the perception of safety in the area;
- **Promote** the area as a desirable place to locate a business;
- **Promote** the area as a business, shopping and entertainment area;
- **Highlight** the historic aspects of the area and promote as a destination.

What does a board member do?

The Board of Directors are dedicated volunteers who:

- Attend monthly Board Meetings, which are held on the 2nd Thursday of each month
- Dedicate time and energy outside of the monthly board meetings in order to bring the mission of the BIA to life
- Display a strong commitment to the revitalization of the Fort William Business District
- Understand and align themselves with the BIA mission and strategic plan
- Respect confidentiality
- Adhere to the principles of respective communications and conduct between staff and board members
- Understand that critical policy decisions of the Board should be made in honour of the greater good of the BIA membership
- Present an active and ambassador image to the public in representing all sectors of the organization

How to apply?

Interested candidates are asked to complete the application form on the following pages and submit it to the BIA office by no later than November 20th, 2017 at 4pm:

Kristina Belanger, Communications and Administrative Coordinator
507 Victoria Ave E
Thunder Bay, ON P7E 1A8
P: (807)623-3355
E: office@fortwilliambusinessdistrict.com

**Fort William Business District BIA
Board of Directors Application Package**

Applicant Name:
Business Name:
Business Address:
Telephone Number:
Email:
Please select: <input type="checkbox"/> Business Owner <input type="checkbox"/> Property Owner <input type="checkbox"/> Both <input type="checkbox"/> Non-member

- Please provide us with a brief letter explaining why you are interested in becoming a Board of Director for the Fort William Business District, and what you feel you can bring to the organization.

Application Package Checklist

Deadline: November 20th, 2017 at 4pm

- I have read and understand all information included in the application package
- Completed Board of Directors Application Package (Page 3)
- Letter of interest
- Members: Nomination Form (Page 5)
- Non-Members: Sponsorship Form (Page 6)

PLEASE SUBMIT APPLICATION TO:

Kristina Belanger, Communications and Administrative Coordinator
507 Victoria Ave. E.
Thunder Bay, ON P7C 1A8
E: office@fortwilliambusinessdistrict.com
P: (807)623-3355

Fort William Business District BIA Board of Director Nomination Form

Any member interested in applying for the vacancy on the Fort William Business District Board of Directors must be nominated by a BIA member in good standing. Please use the following form to record nominations.

Name of Nominee:
Name of Nominator:
Business of Nominator:

Nominator:

By signing below, I hereby confirm that I am a member in good standing, and nominate the above noted nominee for a position on the Board of Directors for a 4-year term.

Nominator Name (Print) Signature of Nominator Date (YYYY-MM-DD)

Nominee:

By signing below, I hereby agree to stand for election for the Fort William Business District BIA, and confirm that I am at least 19 years of age and currently a member in good standing.

Nominee Name (Print) Signature of Nominee Date (YYYY-MM-DD)

Fort William Business District BIA Board of Director Sponsorship Form

Any non-member interested in applying for the vacancy on the Fort William Business District Board of Directors must be sponsored by a BIA member in good standing. Sponsoring a non-member means you use your rights as a member to elect someone from outside the membership base.

Name of Nominee:
Name of Sponsor:
Business of Sponsor:

Sponsor:

By signing below, I hereby confirm that I am a member in good standing, and elect the above noted non-member for a position on the Board of Directors for a 4-year term.

Sponsor Name (Print) Signature of Sponsor Date (YYYY-MM-DD)

Nominee:

By signing below, I hereby agree to stand for election for the Fort William Business District BIA, and confirm that I am currently a member in good standing.

Nominee Name (Print) Signature of Nominee Date (YYYY-MM-DD)