



K-W Oktoberfest Inc. Board of Directors Call For Nominations

K-W Oktoberfest Inc. is now accepting nominations for our 2024-2025 Board of Directors. Candidates will be selected by a Nominating Committee and will be confirmed at the next Annual General Meeting. Nominees should ideally, but not exclusively, be individuals who have gained knowledge and experience of the Festival by serving on one or more Kitchener-Waterloo Oktoberfest Committees.

Candidates who demonstrate knowledge and/or experience in one or more of the following areas will be given priority:

- Board Governance – strategic planning and policy development
- Organizational Management – HR, financial acumen and risk management
- Business Development – fundraising and fund development strategies
- Event Management
- Tourism and Hospitality Management
- Marketing – advertising, promotions, communications and public relations
- Volunteer/Not for Profit Organization Management

The Term of the Directors will be two years with an option to renew for an additional term.

Commitment:

- Attendance in person or by conference call at six to ten Board meetings per year of approximately two hours in duration, of which one would be an Annual General Meeting;
- Availability for participation in special task groups or ad hoc committee(s);
- Allow adequate preparation time to read and assess meeting materials, reports, research results, etc., in preparation for all Board/committee meetings and events;
- On-going, self-directed reading of appropriate newspaper articles, background research reports, internet scans, resources, observations of the tourism and hospitality industry in other communities and other related items of interest that would support the individual in their Board of Director role or be of interest to K-W Oktoberfest Inc.; and
- Participate actively and fully at Board meetings in order to advance agenda discussions, reach consensus and provide strategic direction to the organization.

To be eligible, candidates must be:

- 19 years of age or older;
- A member (volunteer) of K-W Oktoberfest;
- Have a strong belief in, and commitment to, enhanced development, growth and the future capacity of K-W Oktoberfest Inc. as an important economic driver and festival contributor in our community;
- Prepared to participate as a member of the Board of Directors, contributing expertise on a strategic level;
- Able to operate within a policy-oriented governance model;
- Prepared to fulfill the Director's role in a volunteer capacity without compensation (note, pre-approved expenses while conducting K-W Oktoberfest Inc. business will be considered);
- Willing to accept the governing by-laws of the organization and the policies of the Board of Directors and comply to its decision-making processes;
- Committed to fulfill a minimum two-year term of office as a Board of Director member;
- Interested in considering a Board leadership position (e.g. President, Vice President etc.) in the future;
- Able to work in a team-oriented environment that builds on consensus and represents a diverse industry with a multitude of interests and needs; and
- Able to demonstrate adequate time available to fulfill the roles and responsibilities of a Board Position.

Candidate submissions will be reviewed by the Nomination Committee. Final election of Directors will take place at the Annual General Meeting. Candidates will be informed of their eligibility prior to our AGM on March 21, 2024.

How to apply:

- **Submit the Board of Directors Application Form (below)**
- **Attach a cover letter stating your interest in applying and resume/cv**

Please submit an expression of interest and attachments by Wednesday, February 28, 2024 to:

Tracy Van Kalsbeek
Executive Director
K-W Oktoberfest Inc.
2 King Street West, Kitchener, Ontario N2G 1A3
519-616-0793
tracy@oktoberfest.ca



BOARD OF DIRECTORS APPLICATION FORM 2024

Applicant Information	
Name	
Email Address	
Phone Number	

In the first section below, please rate your current skills using a scale of (4) HIGH, (3) MEDIUM, (2) LIMITED to (1) LOW/NOT APPLICABLE to reflect the level of experience possessed in a particular area. Note: the list of skills below are not exhaustive and are in no particular order.

BOARD SKILLS AND EXPERIENCE			
<i>Rate your current skills in the following areas using a scale of (4) HIGH, (3) MEDIUM, (2) LIMITED to (1) LOW/NOT APPLICABLE to reflect the level of experience possessed in a particular area. Rate all that apply.</i>			
Advertising / Marketing / PR		Organizational Management	
Business Development/Fundraising		Policy Governance	
Diversity, Equity & Inclusion		Risk Management / Security	
Festival / Event Management		Tourism / Hospitality Management	
Finance & Audit		Volunteer Management	
Legal		Other:	
FUNCTIONAL / WORK / SECTORAL KNOWLEDGE			
<i>Rate your current skills for the following areas using a scale of (4) HIGH, (3) MEDIUM, (2) LIMITED to (1) LOW/NOT APPLICABLE to reflect the level of experience possessed in a particular area. Rate all that apply.</i>			
Arts & Culture		Leadership	
Communications		Manufacturing	
Community Engagement		Operations	
Education		Real Estate	
Entrepreneurial		Sales	
Financial Services		Social Media	
German / Bavarian Heritage		Sponsorship Development	
Hospitality / Food & Beverage		Trades / Construction	
Human Resources		Transportation / Logistics	
Information Technology & Systems		Volunteer Services	
Insurance		Other:	

**Completed form, cover letter and resume/cv should be emailed no later than
Wednesday, February 28, 2024 to tracy@oktoberfest.ca**