



## **Call for Directors of the Board**

Hello! The Downtown Business Improvement Area (formally Sparks Street BIA) is seeking two new Board Directors. This is a unique opportunity to contribute to Ottawa's downtown core, providing oversight, governance, and guidance to the newly expanded organization. You will be working with an engaged Board of Directors to support the destination, economic, and community development needs of downtown Ottawa while advocating for the needs of our membership.

**ABOUT THE DOWNTOWN BIA:** Publicly promoted as Hello Downtown, the Downtown BIA represents over two hundred and fifty businesses and property owners in the heart of downtown Ottawa. Our mandate is to create an attractive, vibrant, destination where our members thrive, and that visitors enjoy. Our team focuses on destination, economic, and community development while advocating for the needs of our membership. Downtown BIA is home to a unique mix of restaurants, shops, and personal service providers who we support through a variety of initiatives.

**JOIN US:** We are seeking candidates who represent businesses and properties in the expanded catchment area. Ideal candidates will have experience in one or more of the following categories: not-for-profit governance experience, communications, strategic planning, fiscal management, and leadership. The BIA is seeking two (2) individuals at this time.

**TERM OF OFFICE:** These two positions are to fill vacancies on the current board. The term will run until the fall of 2026. At that time, all board positions will be open as part of the BIA Board's election process. BIA Board Members are elected to four-year terms that align with the municipal election cycle.

**REQUIREMENTS:** The time commitment for Board members is one to three hours per month. Chair and Treasurer have added time requirements of up to two hours per month.

Board members must be the authorized representative business, organization, or property in the catchment of the Downtown BIA and are expected to:

- attend monthly meetings, the Annual General Meeting, and potentially other sessions in person.
- commit to preparing for Board and committee meetings by reviewing materials and as agreed to, by preparing materials for committee or board consideration.
- adhere to the Code of Conduct for board members.

**If you are interested in applying for one of these two positions, please submit a cover letter and resume with relevant experience and interests to Kevin McHale, ([kevin@hellodowntown.ca](mailto:kevin@hellodowntown.ca)), by Friday March 28, 2025.**

The Downtown BIA will review applications and conduct interviews with selected candidates from March 31 to April 10, 2025. The Downtown BIA will announce the names of the successful candidates on or before Monday, April 14, 2025.

*The Downtown BIA is committed to equality and diversity within its community and to a welcoming and inclusive workplace and welcomes nominations of those with the skills, knowledge, and experience to further the diversity of ideas.*