

# Brandon Career Symposium



*Board Recruitment Package*



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### Who We Are

The Brandon Career Symposium was created from the success of the Winnipeg Symposium that started in 1980. Tom Prins, who was the Career Consultant for Manitoba Education and a member of the Manitoba School Counselors' Association (MSCA), approached the Brandon Chapter of MSCA in 1985 to see if they were interested in the concept. The result was that the first Career Symposium in Brandon took place in 1986 and was an instant success. The Brandon Career Symposium is the longest running Career Symposium in Canada and was incorporated on July 23, 2013.

### What We Do

Annually, Brandon Career Symposium Inc. conducts a career symposium in the City of Brandon. With the support of a Project Coordinator, we create an environment where youth and adults can access relevant information about career and educational paths in a useful way through interactive exhibits, leading business professionals and online media tools for continuing personal growth and development.

### Our Mission Statement

- Provide an event for youth in Westman to explore careers and education that will better prepare them for our evolving provincial labour market.

### Value Statement Ideas

- Discovery: Recruit interactive exhibitors to deliver up-to-date Industry and Post-Secondary Information
- Community: Collaborate with local businesses and School Divisions to bridge the gap between the people of Westman and the workforce
- Empowerment: Provide youth with information needed to create and follow their personal Career Plan

## Our Funders

Brandon Career Symposium Inc. currently does not receive any long-term funding or operating grants from local, provincial, or national government bodies or organizations. BCS Inc. applies for grants and funding on a regular basis and, on occasion, is the recipient of short-term grant funding opportunities. BCS Inc. relies solely on the income from the event to balance the budget. Income sources include:

- 75% from exhibitor booth and advertising fees
- 11% from participant entrance fees
- 11% from sponsorship
- 3% from other sources

## Role

Board Members are responsible for:

1. Policy Management
2. Financial Management
3. Personnel Management
4. Public Relations
5. Legal Accountability

For a detailed description see Section 5 (a, b, c, d, e) of the Constitution and By-laws.

## Board Responsibilities and Accountabilities

Board Members are held accountable for the following positions and committee responsibilities:

1. Executive Committee
  - Chair
  - Vice-Chair
  - Treasurer
2. Finance and Administration Committee
3. Personnel Committee
4. Other committees as deemed necessary

For a detailed description see Section 5 (f) of the Constitution and By-laws.

## Representation

The Board of Directors will consist of the following members, but not to exceed 15 members:

1. Representative(s) from Brandon School Division
2. Representative(s) from neighboring secondary schools and/or school divisions
3. Representative(s) from:

- Brandon University
- Assiniboine College
- Career and Employment Youth Services
- 4. Additional board members from various community organizations, businesses and government
- 5. Any funder who wishes to have a representative sit on the board. This representative will be an ex-officio representative.

## Time Commitment

The Board of Directors shall meet no less than six (6) times per year. Meetings are typically between the hours of 8:30am and 4:30pm lasting approximately 1.5 to 2 hours. Board Members are encouraged to attend Brandon Career Symposium and volunteer if able.

## Term

The terms of office of the Directors, shall be for a minimum of a three (3) year commitment with the option of maintaining a board position thereafter.

## Existing Board Members:

- Shawn Wood, Chair, Construction Association of Rural Manitoba
- Rob Starkell, West-Can HR, Vice-Chair
- Jackie Hunter, Treasurer, BDO
- Eva Graham, Career and Employment Youth Services
- DawnDena Gordon, Campus Manitoba
- Paige Jaenen, Assiniboine College
- Graciela Detobar, Brandon School Division
- Belinda West, Southwest Horizon School Division
- Courtney Matienzo, Mazer Group
- Leanne Barcellona, Brandon University
- Tim Klein, Pine Creek School Division, Turtle River School Division
- Vacant, Board Member
- Vacant, Board Member
- Vacant, Board Member
- Vacant, Board Member
- Vacant, Funder Representative (ex-officio)

## Constitution & By-laws

The constitution and by-laws can be provided upon request.

# Annual General Meeting

Please accept this invitation to the Brandon Career Symposium Inc. Annual General Meeting on Tuesday, October 28, 2025. Details will be available in October.

## Board Expression of Interest

We invite you to complete this “expression of interest” to serve on the Brandon Career Symposium Inc. Board of Directors. If you have questions or would like to learn more please email us at [brandoncareersymposium@gmail.com](mailto:brandoncareersymposium@gmail.com).

Completed “expression of interest” can be returned to the board at [brandoncareersymposium@gmail.com](mailto:brandoncareersymposium@gmail.com).

Date:	
Name:	
Organization:	
Position:	
Address:	
Phone:	
Email:	

Tell us about any employment or experiences that you have that would contribute to your work with Brandon Career Symposium Inc.

Thank you for your interest in the Brandon Career Symposium Inc. Board of Directors.