

Sunbury/Big Walnut Area Chamber of Commerce
Board of Directors Nomination/Volunteer for Term 2012-2014
(or other term as determined by vacancies)

Name _____

Company _____

Address _____

Contact Information (phone/e-mail) _____

Type of business _____

Position in the company _____

How long have you been in business? _____

How long have you been a Chamber member? _____

Is there a particular reason you would like to serve on the Board of Directors? _____

Board members are volunteers and are not reimbursed by the Chamber for any expenses.

Do you understand and accept this? **Yes** **No**

The Board of Directors meets the fourth Thursday of each month at 8:00 a.m. (except for those months when there is a full day Board Retreat, which is typically held on a Friday in January.) All of these meetings are at the Board member's personal (or business) expense. Can you participate and do you understand this commitment?

Yes **No**

Board members are asked to serve on additional Chamber committees throughout the year. Would you be willing to serve in this capacity? **Yes** **No**

Board Members are required to sign a "Letter of Commitment." Are you willing to sign this documents to protect you, the Chamber and your organization? **Yes** **No**

Board Members are elected by the Board of Directors for a 3-year term. Each Board member may serve two consecutive terms. Are you willing to commit to a 3-year term (or other term as determined by current vacancy)? **Yes** **No**

OR

I am interested but would like to be contacted with more information. **Yes**

I am not able to serve at this time but would like to be considered in the future. **Yes**

Signature

Date

Note - Submission of this form does not guarantee a seat on the Board of Directors.

Expectations of the Board/Executive Director Relationship

A Board expects its Executive Director will:

- Serve as chief operations executive of the association
- Serve as professional advisor to the board
- Recommend appropriate policies for consideration
- Implement effectively all policies adopted by the board
- Inform board members fully and accurately regarding the program
- Interpret the needs of the program and present professional recommendations on all programs and issues considered by the board
- Develop a budget (in conjunction with the finance committee) and keep the board up to date on budget problems
- Recruit the best personnel, develop a competent staff and supervise it
- Devote time to staff development
- Assist the board in developing and conducting association marketing and member relations programs

An Executive Director expects the Board will:

- Attend all Board meetings
- Participate in decision and policy making
- Counsel and advise – giving the benefit of its judgment, expertise and familiarity with the members and their needs
- Delegate responsibility for administrative functions
- Refrain from handling general management details
- Make all the staff responsible to the executive
- Share all communications with the executive and staff in carrying out their professional duties
- Provide support to the executive and staff in carrying out their professional duties
- Support the executive in all decisions and actions consistent with policies of the board and standards of the organization
- Hold the executive accountable for the supervision of the association
- Evaluate the work of the executive

10 Basic Responsibilities of non-profit boards:

- Determine organization's mission and purpose
- Select the executive
- Support the executive and review his/her performance
- Ensure effective organizational planning
- Ensure adequate resources
- Manage resources effectively
- Determine and monitor the organization's programs and services
- Enhance the organization's public image
- Serve as a court of appeals
- Assess its own performance

Board of Directors Letter of Commitment Sunbury/Big Walnut Area Chamber of Commerce

As a member of the Sunbury/Big Walnut Area Chamber of Commerce Board of Directors, I agree to the following:

My Role

I acknowledge that my role as a Director is to 1) contribute to defining the organization's mission and governing the fulfillment of that mission, and 2) carry out the functions of the director and/or officer as specified in the organizations bylaws and policies.

My role as a Director will focus on the development of broad policies that govern the implementation of the organizational plans and purposes. This role is separate and distinct from the role of the President/CEO to whom is delegated the responsibility of determining the means of implementation of board policies.

My Commitment

I will exercise the duties and responsibilities of this office with integrity, collegiality and due care.

I Pledge:

To establish as a high priority my attendance at all meetings of the board, committees and task forces on which I serve. At the least, I will attend Board Meetings each month barring extenuating circumstances.

Attend Chamber functions including Chamber Breakfasts & Lunches, Business after Hours and all special events as often as I am able.

To agree to serve as liaison for at least one strategic or special committee, attend all meetings and participate in the accomplishment of its objectives.

To help the Chamber maintain healthy growth by recruiting new members.

To refrain from intruding in administrative issues that are the responsibility of management, except to monitor the results and prohibit methods not in congruity with board policy or labor laws.

To avoid conflicts of interest between my position as a board member and my personal and professional life. If such a conflict does arise, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.

To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.

To participate in a) retreats, b) board self-evaluation programs, and c) board development workshops, seminars and other educational events that enhance my skills as a board member.

Actively participate in joint Chamber, City and regional economic development initiatives.

If my available volunteer time is substantially reduced due to job, family, etc., I will submit my resignation in consideration of a well functioning board.

Signed _____

Date _____

New Board Member Orientation Checklist

Describe the Organization to the Board Member:

- The organizational structure
- Who we serve
- What we do
- How we're financed
 - Dues
 - Non-Dues
- Membership

Explain and Discuss with Board Member:

- Meeting attendance – both full board and committees
- Communication – electronic and telephone
- Board Meetings
- Relationship to staff
- Committees and possible Liaison Assignment
- Board Role
- Liabilities as Board Member
- Fundraising
- Member Investor Relations
- Insurance
- Media
- Role in the Community
- Commitments of time and money
- Occasional task forces and special project teams
- Facility
- Other:

Board Orientation Book

- Mission Statement
- By-Laws
- Budget
- Board Policies
- Electronic Voting
- Copies of the minutes of Board Meetings for the last year
- Review of financial reports
- Establishing goals for the year – Current Business Plan
- List of all board members with addresses and telephone numbers
- List of Board Officers
- Calendar of meetings for the year

Questions