



Board of Directors Application

NAME: _____ TITLE: _____

BUSINESS NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____

CELL PHONE: _____ HOME PHONE: _____

BUSINESS WEBSITE: _____

EMAIL ADDRESS: _____

Number of years with this business: _____

Please list, if any, Chamber committee(s), events, and programs you have been involved with over the last five years: _____

Circle the Chamber committee or initiative you have an interest in:

Workforce & Education • Youth Leadership • Leadership Columbia County • Programs • Foundation
Government Affairs • Golf Tournament • Ribbon Cuts • Women on the Way • Men on the Move
Nominating Committee • By-Laws Committee • Finance Committee • Ambassadors • Membership
Other Initiatives: _____

Tell us about yourself and the strengths or talents you would bring to the Board:

- **Phone interview will be conducted by the Chair Elect.**
- **Please attach contact information for three (3) character references.**
- **A criminal background check is performed for new Board Members.**

I also agree to provide the necessary information to the Chamber office to be processed by the Columbia County Sheriff's Department for this routine procedure. I have read the attached Board of Director guidelines and responsibilities and agree to uphold these to the best of my abilities.

Signature: _____ Date: _____



BOARD ROLES & RESPONSIBILITIES

Board meetings are held the 3rd Thursday of the month at 8:00 a.m.

Every Director will:

- Make payment of membership dues within thirty (30) business days from his/her anniversary date
- Assist in the Annual Review of the Chamber's Strategic Plan, including its Mission, Vision and Value Statements, and suggest changes as deemed necessary
- Become familiar with all policies and functions of the Chamber of Commerce
- Assist in policy development for the Chamber and advise the Executive Committee or staff regarding potential policy changes
- Accept assignment as a Board Liaison of a Chamber committee and report to the Board on the progress of the committee is making on achieving its goals
- Assist in development of the Business Plan by actively participating in the full day Annual Board Retreat
- Actively advocate for the Chamber to promote membership and retention and provide leads to staff
- Promote active participation in the Chamber on the part of the membership
- Actively assist in membership retention efforts through relationship building activities including phone contact, emails, written communications, and visits to current and past due members
- Assist in securing adequate funding for the annual budget
- Establish and approve the dues structure
- Elect and affirm officers in accordance with the bylaws
- Recommend and approve changes in the bylaws
- Approve/disapprove any expenditure not included in the budget
- Approve any Officer's vacancy replacement that may occur on the Board of Directors in accordance with the bylaws
- Meet as required in the bylaws, or more frequently on the call of the Chair, and set the dates for such meetings
- Provide adequate facilities and equipment for Chamber operations
- Consult frequently with the general membership of the Chamber in order to be a true representative in his/her legislative function and explain Board actions.
- Utilize the Executive Committee to conduct and report on the President & CEO's evaluation, review, and make any recommendations.
- Question and/or ratify Executive Committee decisions, including but not limited to: income and expenditures, and personnel decisions.
- Perform such duties, within his/her capabilities as may be requested by the President, to include solicitation of new members and additional funds

Basic Role: The Board of Directors serves the Chamber in a legislative capacity. Directors make all policy and procedure decisions of the Chamber, and act to protect and attend to the best interests of the membership. Your job as a Director is to LEAD the Chamber; NOT MANAGE the Chamber.

One of your most important responsibilities as a Director is to attend every meeting. As basic as that sounds it cannot be over emphasized. If you are not there, momentum and communication will suffer. Your partnership with other Board members will suffer as well. The dates for every Board meeting should be entered on your calendar as a "must attend" event. Your attendance at Chamber events and programs is also highly encouraged.

Legalities: The Chamber is an independent entity that is subject to its own By-Laws and Articles of Incorporation. The organization is not chartered by any national, state or local agencies. The only relationship the Chamber shares with our local government is that of cooperation. We are members of the U.S. Chamber of Commerce and the Georgia Chamber of Commerce; however they do not have any policy control over our Chamber.

Insurance: It is the policy of the Chamber to maintain appropriate liability insurance coverage for Directors and Officers, as well as General Liability insurance.

Execution of Contracts: The Executive Committee will designate representatives of the Corporation authorized to sign contracts for budgeted items only on the Corporation's behalf during its meeting in January of each year. Any contracts that fall outside of the budget must be approved by the Executive Committee and ratified by the full board.

Meeting Protocol: Every effort will be made to keep board meetings to 90 minutes or less and Executive Committee meetings to 120 minutes or less.

1. Each meeting will be outlined in an agenda. The agenda will include the date, starting time, place of the meeting, and a listing of the items to be covered during the meeting. To improve meeting effectiveness, the printed agenda and a copy of the minutes from the previous meeting will be e-mailed to each Board member a few days prior to the meeting.

2. The meetings will be conducted by the Chair of the Board of Directors. In his/her absence, the highest ranking Officer will preside. The Board will follow *Robert's Rules of Order*.

3. Discussions on the business of the Board, which occur during the meeting, should be to the point and individual comments should be kept as brief as possible. You should come to each meeting well prepared, having read all relevant materials. You should take an active and productive role in discussions and make motions when you feel they are appropriate. Do not feel any reluctance to voice disagreement on a matter that is before the Board. Your opinion might be the one that moves the Board to make the best decision on the issue.

Attendance Requirements & Duties: Any member of the Board of Directors who shall compile four (4) absences within one twelve-month period (the fiscal year) or 3 consecutive meetings shall be deemed to have voluntarily resigned from the Board of Directors, unless a waiver is requested and approved by a majority of the Board. Any additional absences would require petitioning the Executive Committee for approval.

Term Limits: No Director may serve longer than six (6) consecutive years unless the Director is in the executive rotation of chairs (Chair, Chair-Elect, or Immediate Past Chair), in which case, he or she may serve up to nine years, but under no circumstances shall a Director serve more than nine (9) consecutive years. Upon completing a term, or terms, of office or resigning from the Board of Directors, any member may be nominated to serve again on the Board of Directors provided they have not been a member of the Board of Directors for one (1) year.

Board Applicant Signature: _____ Date: _____

Please email to russell@columbiacountychamber.com or mail to:
Columbia County Chamber, 1000 Business Blvd., Evans, GA 30809