



Mountain View Chamber of Commerce Board of Directors Overview

The Board of Directors is the policy-making body of the Chamber of Commerce. Its members represent the business and professional leadership of the community.

The Board consists of fifteen to twenty-one members who serve three-year staggered terms (maximum two consecutive full terms) which officially begin on January 1 of each year.

The function of a director is to represent the interests of the members of the Chamber, as well as the community, in a positive program of community improvement. While participation on the Board is voluntary, with no financial compensation, Board members are passionate about Mountain View and choose to fully embrace their Board responsibilities and engage deeply with the Chamber.

Board Member Qualifications

- Willingness to spend the time and effort to fulfill responsibilities
- Ability to work constructively with the staff, committees and other Board members
- Background that provides sound judgment in problem-solving and policy-making
- Demonstrated commitment to Chamber mission and values
- Brings personal or company skillsets and/or resources deemed important to the Board
- Adds or maintains balance to the composition of the Board to better reflect our members
- Chamber member in good standing

Board Member Responsibilities

- a) Represent the interests of the membership of the Chamber, as well as the community
- b) Be guided by the Chamber mission, values and operating principles
- c) Stay informed on all issues and uphold policies determined by the Board
- d) Review financial considerations and provide input to maintain fiscal well being of the Chamber
- e) Contact members on occasion for specific purposes
- f) Attend the following meetings:
 - Monthly Board meetings (3rd Wednesday at 7:30am). After three consecutive unexcused absences, the bylaws permit the board to remove the board member.
 - Read all minutes and reports prior to Board meetings
 - Annual Planning Conference (typically early November, Friday)
 - Annual Celebration of Leaders Dinner (Spring)
 - Annual Meeting (December)
 - Art & Wine Festival (weekend after Labor Day)
- g) Participate on committees:
 - Work with at least one Chamber committee related to your areas of interest
 - Serve on ad-hoc committees and task forces by appointment of the Chairman of the Board
- h) Participate at least once/year in:
 - Business Issues & Public Policy Committee meeting
 - Mixers (2nd Wednesday of each month, 5 – 7 pm)
- i) Participate in at least one of the following annually:
 - Leadership Mountain View Program and/or Graduation
 - City Council meeting



Board of Directors Agreement

I, _____, understand that as a member of the Board of Directors of the Mountain View Chamber of Commerce, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as an ambassador.
2. I will attend at least 75% of board meetings, relevant committee meetings, annual board retreat/offsite, and special events.
3. I will make a personal financial contribution at a level that is meaningful to me (Military personnel are exempt).
4. I will actively participate in one or more fundraising activities as permitted by my organization.
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
7. I will work in good faith with staff and other board members as partners towards achievement of our goals.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, financial reports on at least a quarterly basis.
2. Opportunities will be offered to me to discuss with the President/CEO, COO and the board chair the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards achievement of our goals.



5. If the organization does not fulfill its commitments to me, I can call on the board chair and the President/CEO to discuss these responsibilities.

Member, Board of Directors

Signed: _____ Date _____

President and CEO, Chamber of Commerce

Signed: _____ Date _____

Chair of the Board

Signed: _____ Date _____