



## Lockhart Chamber of Commerce Board of Directors Application

**Mission Statement:** *To promote a prosperous business for our members and enhance our community.*

**Term of Office:** Elected directors will serve a period of three years. All elected directors' term of office will begin on January 1<sup>st</sup> unless they are filling the unexpired term of a former board member. After the expiration of their term, a director shall not be eligible for reelection for one year.

**Monthly Board Meetings & Attendance Requirements:** Board meetings are held on the third Wednesday of each month. The board of directors may also be called to meet by the chairperson at such times and places as they desire or by the demand of a majority of the directors. If a director is absent from three consecutive or four meetings in a calendar year, their resignation may be deemed to have been tendered and accepted without board approval.

### **10 Responsibilities of a Board Member**

#### **1. Determine the Organization's Mission and Purpose**

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. The board of directors is responsible for creating and reviewing the mission statement periodically for accuracy and validity. Each board member should fully understand and support it.

#### **2. Select the Chief Executive Officer**

Boards must reach a consensus on the chief executive's job description and carefully search for the most qualified individual for the position.

#### **3. Support the Chief Executive Officer and Assess Performance**

The board should ensure that the CEO has moral and professional support to further the organization's goals. The CEO, in partnership with the entire board, should decide upon a periodic evaluation of the CEO's performance. The CEO is responsible unless the board's action prevents the CEO from performing their job.

#### **4. Ensure Effective Organizational Planning**

As stewards of the organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

#### **5. Ensure Adequate Resources**

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should partner with the CEO and development staff, if any, to raise funds from the community.

#### **6. Manage Resources Effectively**

The board, to remain accountable to its donors and the public and safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

#### **7. Determine, Monitor, and Strengthen Programs and Services**

The board's role in this area is to determine which programs are the most consistent with the organization's mission and to monitor their effectiveness.

#### **8. Enhance the Organization's Public Image**

An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public and garnering support from influential members of the community are essential elements of a comprehensive public relations strategy.

#### **9. Ensure Legal and Ethical Integrity and Maintain Accountability**

The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the CEO of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies and adhere to provisions of the organization's bylaws and articles of incorporation.

#### **10. Recruit and Orient New Board Members: Assess Board Performance**

All boards are responsible for articulating and making known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievement and reach a consensus on which areas need to be improved.

# Lockhart Chamber of Commerce

## Board of Directors Application

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Name (last, first, middle)

Preferred Name

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Name of Company/Organization

Industry Category

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Business Address

Mailing Address

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Title of Position Held

# of Years with Company/Organization

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Cell Phone

Business Phone

Email Address

Preferred Means of Communication:

Text

Email

Phone

Preferred Mailing Address:

Home

Business

Describe your primary occupation and duties:

Provide information about your education and certifications all levels:

Describe your volunteer, civic, and community activities during the past five (5) years:

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Please highlight your experiences and accomplishments that you feel have equipped you to serve on this board:

Have you ever served on the Lockhart Chamber of Commerce Board of Directors?

Yes

No

If yes, what years? \_\_\_\_\_

Why are you interested in serving on the Lockhart Chamber of Commerce Board of Directors?

What are two issues facing our business community that need to be addressed by the Lockhart Chamber of Commerce?

***By submitting this application, I understand that if selected to serve on the Board of Directors, there is a mandatory attendance policy to remain on the board. I must support the mission statement and purpose of the chamber, support the CEO and help assess his/her job performance, ensure adequate resources for the chamber to run effectively, help determine, monitor, and strengthen programs and services, enhance the organization's public image, ensure legal and ethical integrity and maintain accountability, and recruit and orient future board members.***

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Signature

Date

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Printed Name

***The application deadline is September 1<sup>st</sup> of the current year to be considered for terms beginning on January 1<sup>st</sup> of the upcoming year.***

Send to: Lockhart Chamber of Commerce  
P.O. Box 840  
Lockhart, Tx. 78644  
Phone: (512) 398-2818 / Email: [staff@lockhartchamber.com](mailto:staff@lockhartchamber.com)

If not chosen for the next term on the Lockhart Chamber of Commerce Board of Directors, may we keep your application for consideration for a future board?  Yes  No