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**Southeast Weld County Chamber of Commerce**

**Board of Directors Description of Responsibilities**

**Basic Function:** The Board of Directors (the Board) is the ultimate policy-making body of the Chamber and is the primary force leading the Chamber to fulfill its mission of promoting business retention and growth and developing programs that enhance the business communities.

The Board is responsible for establishing the direction of and policy for the Chamber; promoting the Chamber; actively leading the Chamber; serving as an active member of the Chamber; serving as a common liaison; and ensuring the continued vitality of the Chamber. Directors shall avoid all conflicts of interest.

**Responsibilities:**

* ***Promote the Chamber*:** Members of the Board are ambassadors for the Chamber. As such, Directors shall promote a positive image of the Chamber to members, prospective members, public officials, and the community-at-large. Directors shall actively seek to expand the Chamber’s membership.
* ***Actively Lead the Chamber*:** Directors regularly attend Board of Directors meetings and offer input on issues concerning the Chamber and the business communities. When unable to attend a Board meeting, ***notice is given to the Board President and the Chamber Administrator***. Directors remain abreast of developments occurring at the meeting, both those they attend and those they are absent from. Directors shall not miss more than three meetings per year without a valid reason. Members of the Board of Directors regularly attend and actively participate in the Chamber networking, fundraising and community/member development events, and other Chamber functions as needed.
* ***Serve as a Community Liaison*:** Directors shall serve as a contact between the community and the Chamber; bring to the attention of the Board community-related concerns impacting any Chamber members’ interest and work to resolve such concerns. If requested by the President to do so, Directors shall serve on an outside advisory board and/or committee.
* ***Ensure the Continued Vitality of the Chamber*:** Continually assess the dynamic environment in which the Chamber operates and develop strategies to improve the Chamber within it; analyze and approve the Chamber’s financials; remain informed of the financial situation of the Chamber; be assured that published reports properly reflect operating results and financial condition of the Chamber; and review compliance with relevant laws affecting the Chamber.
* ***Establish the Direction of and Policy for the Chamber*:** Members of the Board of Directors address policy concerns with the Executive Committee and other members of the Board of Directors, and consider and adopt policies to maintain an efficient, effective Chamber. Directors may be expected to chair or sit on a committee designed to develop policies of a specific or general nature.
* ***Avoid Conflict of Interest*:** In the event a Board Member’s personal or individual business interests’ conflict with the interests of the Chamber, the Director shall remove himself or herself from consideration of issues(s) on which the Director’s judgement may be compromised. When involved with Chamber matters, Directors shall avoid any appearance of impropriety.

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**Southeast Weld County Chamber of Commerce**

**Board of Directors Application**

Applications are due to the Chamber Administrator by end of day on the 15th of December

Top of Form

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role at Business (Required): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Can you commit the necessary time each month to the Board responsibilities, i.e. Board Meetings, committee involvement, attending networking and fundraising events, etc? \_\_\_\_\_\_\_\_ Yes \_\_\_\_\_\_\_\_ No

2. Are you or have you been involved with other community organizations and what is/was your role?

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3. How did you help to improve those organizations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4. Why do you want to volunteer for a position on the Southeast Weld County Chamber of Commerce Board?

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5. What initiatives do you feel the Chamber should be focused on and why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6. How will you contribute to the development of those initiatives? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. What do you feel you will bring to the leadership of this organization that will support the Chamber mission?

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Signature Date