



Board of Directors Duties & Responsibilities

Essential Responsibilities

- **Attendance** - Attends and is actively involved in monthly Board Meetings, the Annual Study Session, and supports CCCC events including Restaurant Spotlights, Networking Events, and Leadership Calaveras either by sponsorship or attendance.
- **Leadership** - Brings leadership qualities that enhance the effectiveness of the Chamber, including voting to take positions, establish policy, and approve procedures.
- **Training** - Attends a Board of Directors orientation.
- **Financial** - Participates in discussions about the Chamber's finances, including voting on approval of the Chamber's budget and the financial merits of new programs, activities, and events.
- **Confidentiality** - Maintains a high level of confidentiality.
- **Advocacy** - Brings to the Board any critical and constructive suggestions received from the membership and citizens of the community and defends publicly the Chamber positions on all matters.
- **Policy Making and Structure** - Participates in establishment of Chamber policy and hires the CEO.
- **Participation** - Works constructively and harmoniously with other Board members and staff, represents the Chamber at appropriate functions when requested by the President or CEO, and maintains contact with other Board members, committee chairs, and Chamber members.

Position Summary

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It is the Board's purpose to govern and set policy for the Chamber, control its property and facilities, support its mission, have responsibility for its finances and direct its activities. Board members are expected to participate in specific activities and provide leadership to the organization.



Frequently Asked Questions

What's the process for Board application and selection?

Board position inquiries are made throughout the calendar year by word-of-mouth, referral and recruitment. The Board Development Committee meets regularly to examine the demographics, industry representation, vacancies and specific needs of the organization. Applicants are vetted carefully with the above-mentioned guidelines in mind. Finalist candidates must appear for an in-person interview. You are encouraged to thoroughly review the position summary and responsibilities. Should you be interested in applying for a Board position, complete the attached application and agreement and email to mgace@calaveras.org. If you are selected, your nomination must be approved by the full Board of Directors at an upcoming meeting.

What does the Calaveras Chamber of Commerce [Chamber] look for in potential Board members?

Ideal candidates for Board positions present themselves in a professional manner in all situations. They have proven performance with the knowledge, talent, skill, vitality, and ability to make a difference. Board members demonstrate commitment to the organization, its mission and goals. They have well-developed interpersonal and communication skills, essential to effective teamwork and accomplishing the strategic objectives of the Chamber. Board members use sound judgement and act in the best interest of the Chamber. They also serve as mentors and teachers to future leaders, and they express a desire to give of their expertise on specific concerns or interests. A candidate will demonstrate intuitive and interpretive skills enabling the understanding of their fellow Board members.

How many people serve on the Board?

Chamber bylaws require that a minimum of 9 serve with a maximum of 21.

How long are the terms of office?

Each term is four years. Members may be re-elected for a second term.

How many Board meetings are held annually?

Board meetings are held monthly on the last Thursday of the month from 12:00 pm - 2:00 pm at different member locations across the county [for a total of 11 months, no meeting in December].

What if I can't attend a Board meeting?

Members are allowed 3 absences before their position goes before review with the Board Development Committee. Chamber recognizes that unforeseen circumstances arise and treats each case individually.

Are there any additional time commitments?

Board members are required to attend the 2-Day Strategic Planning Retreat. They also may be asked to serve on [or chair] at least one committee or taskforce, which will have varying recurrence date/times.

What expenses are required for Board members?

Directors must be current members of the Chamber. They will be responsible for all personal expenses during the Annual 2-day Strategic Planning Session [travel + hotel]. Directors will be responsible for purchasing tickets to events, workshops, and training opportunities.



Application

Name: _____ Date: _____

Organization: _____

Position: _____ Industry: _____

Company Address:

Company Phone:

Residential Address:

Cell Phone: _____

Experience

Describe your business:

List boards & committees you have served on or currently serve on:



List any additional community involvement:

Summarize the intent/motivation of why you hope to participate on the Calaveras Chamber of Commerce Board of Directors:

In addition to participation in the Board meetings, what would your contribution be?

Involvement

Circle at least one Chamber committee/taskforce you will be participating in [in addition to the Board of Directors]:

Business Advocacy Committee

Education Committee

Membership Committee

Bylaws Committee

Fundraising Committee

Board Development Committee

CBRC Committee



Agreement

I request my name to be submitted for consideration for nomination to the Calaveras County Chamber of Commerce for possible election to the Board of Directors. If I am elected, I agree to do the following:

1. Attend a Board Orientation.
2. Attend all regular Board Meetings held on the last Thursday of each month and special meetings as may be required.
Our attendance policy stipulates that more than 3 consecutive absences deem a Board member's seat open for consideration of removal.
3. Attend the 2-Day Strategic Planning Session
4. Support all major events by sponsorship and/or attendance.
Major events include but not limited to: Annual Dinner, On the Right Track, Golf Tournament, Calaveras County Fair Visitors Booth, Leadership Calaveras, and State of the County.
5. Actively participate in a Chamber committee in addition to the Board of Directors.
6. Enter into full discussion and participation in policy decisions affecting the Chamber and business community.
7. Maintain the confidentiality of all Board business.

Signature

Signature: _____

Print Name: _____

Date: _____

Submission Completion

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Thank you for applying for a position on the Calaveras Chamber of Commerce Board of Directors. Please include a copy of your professional resume and return it, along with this form to the Calaveras Chamber of Commerce at mgace@calaveras.org or by mail to PO BOX 1075, San Andreas, CA 95249.