



## BOARD OF DIRECTORS APPLICATION

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Thank you for your interest in serving as a member of the Board of Directors of the Enterprise Chamber of Commerce. Serving on the board is a rewarding experience and an opportunity for professional growth. This form will provide all prospective board members with a better understanding of the responsibilities and commitments of this leadership position.

Please complete this application in full and submit to the Enterprise Chamber of Commerce, Attn: Erin Grantham, Executive Director, via email to [chamber@enterprisealabama.com](mailto:chamber@enterprisealabama.com) or mail-in/hand deliver to the Chamber office located at 553 Glover Ave, Enterprise, AL 36330. Applications must be received by June 30, 2024. This application will be kept confidential and on file at the Chamber office.

## OVERVIEW

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The Board consists of 15 elected Directors, and 10 elected Officers. The Board may also add voting or non-voting members a means of providing subject matter expertise, or as a means of conferring honors to long-serving members; these members are currently referred to as Ex-Officio and/or Honorary Directors.

Any Board Director or Officer candidate must be a current member in good standing, free from any conflict of interest, and be willing and able to commit to performing the necessary functions outlined in the General Board Member Job Responsibilities below.

## NOMINATING COMMITTEE GUIDELINES

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Applications are reviewed by the Chamber's Nominating Committee to identify and evaluate prospective board candidates for both Directors and Officers positions. The Nominating Committee will also consider each candidate's attributes, professionalism, business experience, and knowledge of the Chamber's operations and activities. Committee members may interview potential board members before making final recommendations to the full board of directors.

All directors and officers are elected by a majority vote of the current board members at the regular meeting in August. Selected board members will be sworn in at the annual meeting in September.

## GENERAL BOARD MEMBER REPOSIBILITIES

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The Board of Directors is the policy-making body of the Enterprise Chamber of Commerce and represents the business and professional leadership of this community. All sworn Directors and Officers are responsible for establishing procedures, formulating and adopting policy, and maintaining the organization's standard of excellence.

The mission of the Enterprise Chamber of Commerce is to be an advocate for its members by promoting the growth of business, industry, and community. The board's role is to ensure that the Chamber serves the membership and community effectively. The board accomplishes this oversight and evaluation function through active participation in Chamber activities and communicating the Chamber's role to the public. Board members play a critical role in advancing the Chamber's vision to promote and foster a prosperous business climate that enhances the quality of life for all citizens of our community.

**Additional board member responsibilities include, but are not limited to, the following:**

1. Commit to serve a three-year term of service on the Board.
2. Attend monthly board meetings on regular basis. Currently held on the 3<sup>rd</sup> Monday of each month from 11:30 am to 1:00 pm.
3. Actively serve on at least one Chamber committee.
4. Volunteer at least 3-5 hours at 1 or more Chamber hosted community events such as Boll Weevil Fall Festival, Christmas Parade, or World's Smallest St. Patrick's Day Parade/0.5K, etc.
5. Attend the Annual Membership Meeting & Awards Banquet, in September.
6. Stay informed about committee matters, prepare for meetings, and review/comment on minutes and reports.
7. Make a serious commitment to participate/attend Chamber sponsored events.
8. Actively participate in short-term and long-term planning goals of the Chamber.
9. Promote Chamber and actively participate in membership recruitment and retention.
10. Actively participate in fundraising efforts for the organization.

## **OFFICER JOB DESCRIPTIONS & ADDITIONAL DUTIES**

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The Officers of the Board serve as the Executive Committee, and act on behalf of the Board when the Board is not in session to the extent that the Board has empowered the Executive Committee to so act and shall be accountable to the Board for its action.

**Summary Job Description for Officers:**

- **Chairman of the Board** – Serves as the chief elected and top-ranking officer of the Chamber of Commerce. The Chairman of the Board inspires a shared vision of excellence for the organization and its work; builds and nurtures Board leadership; and along with the assistance of the Executive Director helps to manage the work of the Board. The position demands exceptional commitment to strengthening the organization, first-rate leadership, and personal integrity. Term of service is 2 years.
- **Chair-Elect** – Serves as the immediate successor to the Chairman of the Board and works closely with the current Chairman in preparation to assume the office of Chairman of the Board when the current Chairman's term expires or upon resignation of the current Chairman. Term of service is 3 years.
- **Treasurer** – Serves as the chief financial officer of the Board and shall be responsible for monitoring and safeguarding the funds and securities of the Chamber. The Treasurer shall ensure compliance with the Chamber's financial policies, as well as local, state, and federal regulations. Term of service is 2 years.
- **Secretary** – Serves as the communications director of the Board. The Secretary will provide leadership and direction for the receipt, preparation, and distribution of correspondence. The Secretary will act as a link between the Staff, Executive Committee, and the Board of Directors, to ensure that there is adequate communication and is in line with the organizational documents of the Chamber. Term of service is 2 years.
- **Division Vice Chairs** – Each of the Division Vice Chairmen are elected officers of the Board of Directors and serve to oversee the key areas of focus determined by the Board of Directors annually. The Division Vice Chairmen shall direct the work of the committees, divisions, and subsidiary corporations as assigned and report their progress to the Board of Directors. Term of service is 2 years.
- **Immediate Past Chairman** – Serves an additional year to provide the continuity and institutional memory for the leadership of the Enterprise Chamber of Commerce. He/She serves as the link to the new Chairman of the Board with advice on the accomplishments and failures of the past. Term of service is 1 year.

**[COMPLETE CANDIDATE INFORMATION ON NEXT PAGE]**

# NOMINEE INFORMATION

*\*Please complete the application by providing the requested information below. All questions on this application are meant to insure diversity on our Board of Directors.*

Are you a current member of the Enterprise Chamber of Commerce? (circle one)                      YES      NO

Name of Nominee: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Type of Business/Industry: \_\_\_\_\_ # of Years Served: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Mobile #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Preferred means of communication:      \_\_\_ TEXT MESSAGE                      \_\_\_ EMAIL                      \_\_\_ PHONE

Briefly describe your primary occupation and responsibilities:  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your volunteer, civic, and community activities during the last 5 years:  
\_\_\_\_\_  
\_\_\_\_\_

Please highlight any experiences, educational background, certifications, credentials and/or accomplishments that you feel have equipped you to serve on this Board:  
\_\_\_\_\_  
\_\_\_\_\_

Please list any committees within the Enterprise Chamber of Commerce that you actively serve on below:  
\_\_\_\_\_  
\_\_\_\_\_

Please list any previous committees within the Enterprise Chamber of Commerce that you served on, and include any actions or achievements of the committee(s) which you served on:  
\_\_\_\_\_  
\_\_\_\_\_

In your opinion, what issues are currently affecting our business community that could be addressed by the Enterprise Chamber of Commerce?  
\_\_\_\_\_  
\_\_\_\_\_

How can the Chamber add more value for its members?  
\_\_\_\_\_  
\_\_\_\_\_

What would you like to achieve by serving on the Board of Directors?

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Select as many areas of skills/expertise that you believe the Nominee may bring to the table:

<input type="checkbox"/> Board Governance	<input type="checkbox"/> Charities & Non-profits	<input type="checkbox"/> Communications & Public Relations	<input type="checkbox"/> Leadership & Community Advancement	<input type="checkbox"/> Accounting	<input type="checkbox"/> Financial Management	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Legal	<input type="checkbox"/> Risk Management	<input type="checkbox"/> Sales/Marketing	<input type="checkbox"/> Small-Business Development	<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Technology & Innovation	<input type="checkbox"/> Government Public Affairs
<input type="checkbox"/> Other:						

Please list any additional information that you would like the Nominating Committee to consider below:

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## ACKNOWLEDGEMENT

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*By submitting this application, I understand that if selected to serve on the Board of Directors, there is a mandatory attendance policy to remain in good standing on the board. I agree to uphold the mission, vision, and values of the chamber, support the Board and Staff, 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.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**\*Application must be received by June 30, 2024**

Email to: [chamber@enterprisealabama.com](mailto:chamber@enterprisealabama.com) or deliver to 553 Glover Ave, Enterprise, AL 36330



[www.EnterpriseAlabama.com](http://www.EnterpriseAlabama.com)