



BOARD OF DIRECTORS APPLICATION

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 or mail-in/hand deliver to the Chamber office located at 553 Glover Ave, Enterprise, AL 36330. Applications must be received by June 30, 2023. This application will be kept confidential and on file at the Chamber office.

OVERVIEW

The Board consists of 15 elected Directors, and 9 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 Non-Rotating, Ex-Officio, 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

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 JOB REPONSIBILITIES

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. Commitment to serve a three-year term of service on the Board.
2. Attend board meetings on regular basis. Currently held on the 3rd Monday of each month from 11:30 am to 1:00 pm.
3. Actively participate or send a representative to 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.
5. Attend Annual Meeting, 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

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.
- **1st Vice Chairman/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.
- **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.
- **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.
- **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.

The office of Chairman will be succeeded by the individual who has held the office of Chairman-Elect immediately preceding the current term of office.

The Treasurer, Secretary, and Division Vice Chairmen shall be elected from the then sitting Board of Directors or Committee Members under the respective Division for a term of two (2) years. This ensures upward movement of officers through the ranks of the Executive Committee and encourages new leadership through the Executive Committee. No officer may serve in the same elected officer position for more than two (2) terms with a maximum of ten (10) consecutive years as an officer.

CANDIDATE 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

Candidate Name: _____ 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

Describe your primary occupation and responsibilities:

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

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

Do you currently serve on any committees within the Enterprise Chamber of Commerce? (Please select all that apply):

___ Military & Veterans Affairs ___ Tourism & Convention ___ Ambassadors ___ Workforce & Education

___ Christmas Parade ___ Government Relations ___ Fall Festival ___ St. Patrick's Day Parade/0.5K

Other: _____

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

In your opinion, what are two issues facing our business community that need to be addressed by the Enterprise Chamber of Commerce?

What are your goals for the Enterprise Chamber of Commerce?

What do you expect to achieve by becoming a board member?

What skills and knowledge would you like to bring to our board that you feel would be beneficial?

Is there anything else that you would like to add for the Nominating Committee to consider?

ACKNOWLEDGEMENT

By submitting this application, I understand that if selected to serve on the Board of Directors, that there is a mandatory attendance policy to remain in good standing on the board. I must support the mission statement and purpose of the chamber, support the Executive Director, and help assess their 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.

Signature: _____ Date: _____

Printed Name: _____

***Application deadline is June 30, 2023**

Submit application via mail or hand-delivery to:

Enterprise Chamber of Commerce
553 Glover Ave
Enterprise, AL 36330

Or Email to:

chamber@enterprisealabama.com

