



*The Dana Point Chamber...we mean business*

Thank you for your interest in serving as a member of the Board of Directors of the Dana Point Chamber of Commerce. Serving on the board is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position.

You may find it helpful to read through the entire application and job description before you begin filling it out.

**Member of the Board Job Description**

1. Serves a minimum of 1 two-year term on the Board. Eligible to serve 2 two-year terms.
2. Accountable to the Chamber Board of Directors.
3. Attends board meetings and important related meetings on a regular basis. The Full Board of Directors meets the 3rd Tuesday of every month at 7:30 am at the City Hall Council Chambers. Meetings last 1 ½ hours.
4. Makes a serious commitment to participate actively in Chamber board and committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about board matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Builds a collegial working relationship with other board and committee members that contributes to consensus.
8. Participates in the board's annual evaluation and planning efforts.
9. Participates in membership recruitment for the organization.
10. Participates in fund raising for the organization.

Please return the completed application to the Dana Point Chamber of Commerce, Attn: Heather Johnston, 24681 La Plaza Suite 115, Dana Point, CA 92629.

This application will be kept confidential and on file at the Chamber office. Applications are used by the Board's Nominating Committee to identify and evaluate potential board candidates. All new directors are elected by a majority vote of current board members.

Warmest regards,

Heather Johnston  
Executive Director



### **Job Description: Board Director**

The board of directors is the governing and policy-making body of the chamber of commerce. It authorizes and implements the program of action, approves the budget, controls its property, receives and acts on committee and division recommendations and directs the general operations of the chamber and acts on the recommendations of the Executive Committee and President.

#### Other Specific Duties:

1. Each director is a representative-at-large of all chamber members.
2. Each director is expected to maintain close contact with other members of the chamber and elected and appointed leaders of the community.
3. The board is responsible for assisting in the financing of chamber operations by referring potential new chamber members, attending events, and participating in fundraising efforts.
4. Board members shall endeavor to enlist the talents and energies of other chamber members in committee and division activities.
5. The board shall assign program of action objectives and clearly define the responsibility and authority of committees.
6. The board shall delegate such authority and responsibility to the chairman of the board and staff as it deems necessary to accomplish the chamber's objectives.
7. Each director should make every effort to maintain good attendance and be on time. Upon the absence of a director from three (3) meetings of the board for reasons which the board fails to declare sufficient, that director's resignation from the board shall be deemed to have been tendered and accepted. Board meetings will be on a definite schedule throughout the year.
8. A director may expect to encounter criticism of the organization and has the obligation to defend it against unfair criticism or to initiate any necessary action to eliminate the cause if the criticism is justified.
9. The board of directors is responsible to the general membership.

#### A director shall not:

- Get involved in day-to-day management.
- Interpret policy in self-interest.
- Set policy as an individual.
- Speak out on behalf of the chamber unless authorized by the board or president.
- Sign contract, or verbally or in writing obligate the chamber legally or financially.
- Usurp the authority of the president or officers of the chamber.



Dana Point Chamber of Commerce Board of Directors Application

Thank you for your interest in being a member of the Dana Point Chamber of Commerce Board of Directors. Please complete the following questionnaire so that we can make the best use of your talents and expertise and offer you the most rewarding experience as a member of the group.

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

Business Affiliation/Title: \_\_\_\_\_

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

Business phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please check the education or skills you will contribute to the board:

- public relations
- marketing
- fundraising
- public speaking
- special events
- community relations
- education
- training

- What is your experience as a member of other community groups?
  
- What is your definition of a chamber of commerce?
  
- What type of life experience(s) have you had which would add to your being a member?
  
- Why do you want to serve on the Dana Point Chamber of Commerce Board of Directors?
  
- What special interest (or what areas) would you be interested in working on?
  
- Will you attend regular meetings and special meetings?  yes  no
  
- Will you attend a new member orientation?  yes  no

Please return application to:	Nominating Committee Dana Point Chamber of Commerce 24681 La Plaza, Suite 115 Dana Point, CA 92629 Fax: 949-496-1555	6/2013
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