



## Board of Directors Application Form

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Thank you for your interest in serving as a member of the Board of Directors of the Bobcaygeon and Area 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.

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

### Member of the Board Job Description

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1. Must be a member of the Bobcaygeon & Area Chamber of Commerce.
2. Serves a minimum of a one-year term on the Board.
3. Attends board meetings and important related meetings on a regular basis. The full Board of Directors meets once a month from 6:00 to 8:00 pm. Meetings typically take place the 3rd Monday of the month.
4. Shares professional expertise that supports and enhances the organization i.e. financial, marketing, communications, policy, not-for-profit, HR, governance, event planning.
5. Makes a serious commitment to participate actively in Chamber initiatives and programs.
6. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Builds a collegial working relationship with other committee members that contributes to consensus.
8. May serve as head or member of a committee of his/her choice, including committees within the Chamber structure or of an outside committee, on which they will represent the Chamber's interests.
9. Attends and supports Chamber and member events.
10. Participates in the committee's evaluation and planning efforts.
11. Participates in membership recruitment for the organization.
12. Participates in fundraising for the organization.

Email: [manager.chamber@bobcaygeon.org](mailto:manager.chamber@bobcaygeon.org) or drop off at the Chamber office at 21 Canal St. East, Bobcaygeon.

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

Organization: \_\_\_\_\_

Address; \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Number of Years with Present Organization: \_\_\_\_\_ Years in Bobcaygeon : \_\_\_\_\_

Work History:

Chamber Participation:

Community Activities:

Other Memberships, Achievements, etc:

## **Board Candidate Questionnaire**

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1. Why do you want to be a board member?
2. Will you be engaged – giving your time, energy and resources to support the work and mission of the Bobcaygeon & Area Chamber of Commerce?
3. What skills do you feel you could contribute to the success of the Chamber?
4. Why is being part of the Chamber important to you and your organization?
5. Will you be an advocate for the Chamber by recruiting new members, fundraising, and speaking positively about the work of the organization?
6. What do you believe are the two most significant issues or problems facing Chamber members and/or the Bobcaygeon area?