



Board of Director Application

Board's Mission: To assist the Chamber in recruiting and retaining members, as well as with coordinating and volunteering at events.

Objectives:

- Educate members about the services and benefits of their membership.
- Foster new member engagement in Chamber programs and events.
- Nurture quality relationships.
- Assist chamber staff with events

Meeting Time: First Tuesday of the month at 11:30 a.m., at the chamber office, 400 Main Street.

Term of service: All board terms are 3 year terms.

Benefits to Board Members:

- Listing on the board page of the chamber's website (www.trussvillechamber.com)
- Recognition at the Chamber's annual awards event
- Official Board Member name badge

Requirements:

- **Chamber membership.** Must have been an active Chamber member for at least twelve (12) months.
- **Attend monthly board meetings.** The meetings are held at the Chamber office or at one of our chamber member businesses.
- **Assist with at least two (2) of the Chamber's major events plus Dog Daze.** Major events include the Toast of the Town, Annual Golf Tournament, Taste of Trussville, Community Caroling & Tree Lighting, and Trussville's Christmas parade.
- **Assist with other events as possible.** The chamber presents monthly luncheons, occasional breakfasts, Business After Hours events, ribbon cuttings, and more. Please plan to attend and assist as needed with these events as you are available.
- **Recruit new chamber members.** Board Members will keep membership brochures with them to distribute to potential new members as appropriate.
- **Wear your name tag.** Name tags must be worn at event in order for that event to be considered Board Member participation.

Board Member Selection Process:

Board Members are selected through an application process. Applicants are evaluated on application info, professionalism, and Chamber involvement. Nominating committee reviews all applications and submits recommendations the entire Board of Directors.

Board Member Responsibilities

General Responsibilities of Board Members

- Use your influence and affluence to assist in growing the chamber. **This includes visiting potential members with an invitation to join the chamber, visiting current members, and sponsoring events when possible, to name a few examples.**
- Attend chamber-sponsored events and serve as hosts/volunteers as needed.
- Attend board meetings regularly. If you find that you're unable to attend a board meeting, please text or email the Executive Director as soon as you know. The current board attendance policy states that if you miss more than three consecutive regular monthly Board meetings, it is assumed you have resigned. An excused absence is defined as being related to business reasons, illness, or vacation.
- Be committed to serve, recruit members, and offer your expertise and time.
- Serve on at least two board committees.
- Carefully consider what you say and do outside the boardroom. Since you are closer than most chamber members to its operation, what you say tends to be believed.

Finances

- A primary responsibility of a board member is to be familiar with the financial condition of the chamber. Monthly financial reports are provided to all board members. These reports should be clearly understood by all board members.
- The personal and collective example of board members is important to the solicitation of contributions or sponsorship from others. We cannot expect others to support us if we don't support ourselves. Be more than just a name on the board of directors. Be committed to the chamber you serve.
- Inventory your connections with potential members and/or sponsors. Help us connect with people who can help to financially grow our organization.

Support the Staff

- Provide frequent and constructive feedback to the staff. If the staff is doing something well, let us know. If we're not doing something well, we should know that, too.
- Open doors and introduce staff to other community leaders and companies who may be potential chamber members and/or event sponsors.

Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I also affirm that I am willing and able to make the time commitment required.

Printed Name: _____

Signature: _____

Date: _____

TACC provides equal opportunities without regard to race, color, religion, nationality, gender, sexual preference, age or disability.

Thank you for completing this application form and for your interest in volunteering with the Trussville Area Chamber of Commerce. You will be contacted soon regarding your application to serve as a board member.

Application for Board of Director

Name: _____ Company Name: _____

Email: _____ Phone: _____

Business Address: _____

City, State, Zip: _____

Questions

Did someone recommend that you become a Board Member? If so, who? If no, please list one reference.

How long have you worked for your current employer? _____

Which Trussville Area Chamber events & activities have you attended in the past year?

(Please mark all that apply.)

Annual Banquet _____

Networking Events _____

Dog Daze _____

Mayors Prayer Breakfast _____

Golf tournament _____

Taste of Trussville _____

Christmas parade _____

Monthly Luncheon _____

Grand openings/ribbon cuttings _____

Legislative Breakfast _____

Other _____

Tree Lighting _____

Why do you want to serve on the Trussville Area Chamber Board of Directors?

What relevant professional, leadership or volunteer experience do you have that would contribute to serving as a Chamber Board member?

Have you previously served on a board of directors (non-profit, business or civic). If yes, please describe your role.

What unique skills, expertise, or perspectives would you bring as a Chamber Board member? (e.g., finance, marketing, law, small business ownership, community involvement, fundraising, charitable giving, event planning, etc.)?

What do you see as the greatest opportunities and challenges for our small city's business community over the next 3-5 years?

