

## Board of Directors Application

Thank you for your interest in serving as a member of the Board of Directors of the Delphos 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.

Applications will be used to help identify and evaluate potential board candidates. Directors are elected by a majority vote of the current Board Members.

Please return the completed application to the Delphos Area Chamber of Commerce.

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### **Position Description:**

Together with other directors, the Board is responsible for ensuring effective and fiscally sound programs and operations by providing leadership, advice, assistance, and direction to the staff and volunteers of the organization.

#### **Duties and Responsibilities:**

1. Prepare for each Board of Directors meeting by reading material distributed prior to the meeting.
2. Attend regular and special board meetings and participate in the proceedings. Miss no more than three (3) meetings during any one calendar year. A director may be removed after three (3) unexcused consecutive meetings of the Board of Directors.
3. Complete tasks and projects that have been assigned.
4. Fulfill commitments within the agreed upon deadlines.
5. Maintain a working knowledge of current programs of the organization.
6. Be loyal to the organization.
7. Hold in confidence any proprietary information given to the Board of Directors.
8. Identify/seek out individuals for potential membership on the Board of Directors and organizational committees.
9. Support the organization's projects and events through active attendance and participation.
10. Members are elected to the Board of Directors for a term that last three (3) years. Members may serve two (2) consecutive three year terms and the balance of an open director's term. A director serving two (2) consecutive terms will not be eligible for a seat on the board for one (1) year after the expiration of their term.



## Board of Directors Application

### Candidate Information:

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

Position/Title: \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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### Questionnaire:

1. Why do you want to be a board member?

2. The Board of Directors meets the second Tuesday of each month at noon for approximately 1-hour. Are you able to make this commitment? **Yes No**

3. Board Members are elected by the Board of Directors for a 3-year term. Each Board member may serve two terms. Are you willing to commit to a 3-year term? **Yes No**

4. Will you be engaged – giving your time, energy and resources to support the work and mission of the DACC? **Yes No**

5. Board members are asked to serve on additional task forces or as liaisons to Chamber committees throughout the year. Would you be willing to serve in this capacity? **Yes No**

6. What are your areas of expertise --what talents do you feel you could contribute to the success of the Chamber (Sales, Marketing, Financial, Technical, etc.)?

7. Will you be an advocate for the Chamber by recruiting new members, fundraising, and speaking positively about the work of the organization? **Yes** **No**

8. What do you believe are the two most significant issues or problems facing Chamber members and/or the Delphos area?

9. List any Chamber programs, events, etc. you have actively participated in:

10. List any community projects/activities you're involved with:

11. Have you read and agree to the **Position Description**? **Yes** **No**

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Signature

Date