



# MENDOCINO COAST CHAMBER OF COMMERCE BOARD OF DIRECTORS APPLICATION FORM

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DATE:			
NAME:			
MAILING ADDRESS:	City:	State:	Zip:
Phone:	Mobile:	Fax:	Email:
Other Affiliations:			
Why do you want to join the MCCC Board of Directors?			
MCCC Committees: <i>(Please indicate which Committees interest you )</i>			
<input type="checkbox"/>	Budget & Finance		
<input type="checkbox"/>	Membership Services		
<input type="checkbox"/>	Scholarship Committee		
<input type="checkbox"/>	Program Development (Events & Fundraising)		

I have read the MCCC Board Duties and Responsibilities. I accept the conditions and request to become an MCCC Board Member.

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Signature

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## *Board Duties & Responsibilities to MCCC*

### MENDOCINO COAST CHAMBER OF COMMERCE

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#### **BOARD OF DIRECTORS' DUTIES AND RESPONSIBILITIES**

##### **QUALIFICATIONS:**

The Board of Directors is the policy body of the Chamber of Commerce. Its members represent the business and professional leadership of the community. In addition to a genuine unselfish interest in the Chamber, a member of the board should have the:

- Willingness to spend the time and effort necessary to give the Chamber proper attention;
- Background that provides sound judgment in considering problems and policies.
- Courage and willingness to have an objective opinion on community problems though they may be controversial;
- Act as a united board once a vote has been taken, though personally you may have a different opinion;
- Respect for associates that give leadership and inspire others to respond.

##### **A GOOD DIRECTOR SHOULD:**

- Make every effort to be fully informed on objectives and policies of the Chamber.
- Try to attend every meeting and read all minutes and reports;
- Prepare to assume responsibility for making decisions for the organization;
- Be aware at all times that he/she represents the membership and derives his/her authority from it;
- Recognize that his/her authority is limited to one vote and he/she must abide by decisions of the Board

#### **GENERAL RESPONSIBILITIES**

The Director is elected at the designated Board of Directors Annual Meeting of the Mendocino Coast, and along with other members of the Board, is responsible for establishing the policy within which the organization shall

function. The Directors collectively shall control the Chamber's property, be responsible for its finances and direct its affairs.

The Board of Directors of the Chamber of Commerce is a "Working Board". As such, election to and acceptance of membership on the Board of Directors carries the following responsibilities.

- Membership in the Chamber of Commerce
- Attend the monthly Board of Directors meeting (six per year plus one strategic planning meeting)
  - Removal is considered after three absences in one fiscal year
  - Serve on at least one committee
  - Review and consider committee recommendations prior to voting on issues; act as a united board.
  - Periodically evaluate the dues structure to determine adequacy
  - Require an annual review of the Chamber's financial records
  - Adopt an Annual Budget by the May meeting in conformance with By-Laws
  - Defend the Chamber against any unjust criticism;
  - Attend regularly the chamber activities
  - Participation in one Chamber Fund-raising event per year;
  - Active liaison as Chamber representative to the business community within the Mendocino Coast;
  - Make every effort to refer or sponsor two new member businesses per year;
  - Refer volunteers
  - Committee Chairs to prepare budgets, letters or documents for Chamber to distribute;
  - Have some fun while you're fulfilling your three or one year obligation!

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**The Mission of the Chamber is to promote, support and improve the business and economic climate within its service area, to enrich the lives of its citizenry, and encourage a stronger sense of community.**