



EAST BAY CHAMBER
of COMMERCE

Board of Directors Application Form

Thank you for your interest in serving as a member of the Board of Directors of the East Bay 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. Please return the completed application to the East Bay Chamber of Commerce, 16 Cutler Street, Suite 102, Warren, RI 02885.

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. This committee will interview potential board members and make recommendations to the full board of directors. Directors are elected by a majority vote of current board members.

Member of the Board Job Description

1. Serves a minimum of 1 three-year term on the Board.
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 Thursday of every month at 8:00 am at the Chamber. Meetings last 1 -1 ½ hours.
4. Makes a serious commitment to participate actively in Chamber committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
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. Participates in the committee's annual evaluation and planning efforts.
9. Participates in membership recruitment for the organization.
10. Participates in fund raising for the organization.

CANDIDATE INFORMATION

Name: _____

Position/Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web: _____

Number of Years with Present Employer: _____ Years in East Bay: _____

Educational Background: _____

Work History: _____

Chamber Participation: _____

Community Activities: _____

Other Memberships, Achievements, etc: _____

Board Candidate Questionnaire

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 East Bay Chamber of Commerce?
3. What talents 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 East Bay area?