



# **Board of Directors**

## *Guidelines and Application*

### Objectives:

- The Board of Directors manages the business, property and affairs of the Chamber.
- Execute the strategic plan set forth for the chamber; assist the executive board with yearly updates.
- Collaborate with board members to establish and formulate policy for the organization.
- Ensure all programs and activities planned meet the intent of the mission statement and vision of the organization.

### Criteria

- Candidates must have served as a diplomat, been an active member with 6 months of volunteer experience for Tri-County or similar associations, or is
- Associated with a business or organization for at least 6 months that brings significant value or resources to the chamber and Board.

### Requirements:

- Execute voting privileges at all meetings.
- Attend all monthly board meetings. A Board Member cannot miss three consecutive meetings, or he/she will be removed from the board.
- Maintain confidentiality of board meetings.
- Attend as many chamber functions as possible, assist committee chairs when necessary to ensure a successful event.
- Attend as many city partner, members, and community events as possible.
- Act as a liaison between the board and the committees when needed.
- Be willing to hold an officer position or sit on a committee. Officer positions include: Chairman, Chair-Elect, Treasurer, and Secretary. Committees include Budget, Event Fundraising, and Membership.
- Actively participate in membership recruitment and event fundraising.
- Serve a minimum of 1 two-year term.
- Support Chamber businesses when all possible.

## Board Member Positions:

### Chairperson

- Lead Board of Director meetings
- Responsible for ensuring the Strategic Plan is updated yearly
- Communicate and coordinate with the TTCC Executive Director/Administrator
- Encourage and support members of the Board of Directors
- Directs the Executive Committee (Chairperson Elect, Secretary, Treasurer)
- Succession Planning, recruitment, and propagation of the Board of Directors

### Chairperson-Elect

- Assume the role of Chair in the absence of the Board of Directors' Chairman
- Responsible for determining that the program activities of the Chamber are directed toward achieving the business and community needs
- Assist the Chairperson as required.

### Secretary

- Secretary is responsible for calling and scheduling the venue for all board meetings. Plans for refreshments if necessary.
- The Secretary prepares the meeting agenda and sends it to all Board Members in an email along with information regarding the date, time and place of the next meeting.
- Takes the Minutes at the meeting, prepares them and forwards them to the Executive Board for changes, additions and approval. Sends final minutes to the board.
- Keeps records for the chamber.

### Treasurer

- Serve as the primary liaison to the accountant, bookkeeper, bank, and payroll service.
- Maintain the primary bank account and ensure the signature card is up-to-date. Safeguard all funds.
- Meet weekly with the bookkeeper to sign checks and review expenses.
- Approve the Executive Director's commission report.
- Review and Sign the Non-Profit tax return
- Receive monthly reports from the bookkeeper to present to the board of directors at the monthly meeting.
- Provide guidance to the Executive Director on financial matters.
- Budget committee reports to Treasurer



## Board Member Application

Name \_\_\_\_\_

Organization \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

How long have you been a TTCC member? \_\_\_\_\_

Have you been a Diplomat? Y / N If yes, how long? \_\_\_\_\_

Have you served as a TTCC Board member for before? Y / N If yes, what years? \_\_\_\_\_

Are you able to attend board meetings held at 330p on the 1<sup>st</sup> Tuesday each month? Y / N

Are you able to attend luncheons held at 1130a on the 2<sup>nd</sup> Tuesday of each month? Y / N

Are you able to attend at least one event per quarter? Y / N

Which committees would you be interested in joining? (Circle at least one, no limit)

Membership      Luncheon      Mardi Gras      Golf Tournament

Cornhole Tournament      Elected Officials Reception      Educational Seminars

Please list any other organizations you are currently serving or previously served on as a board member and the length of time:

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Discuss two goals you have as a Chamber member: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to be on the Board of Directors? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you contribute and what do you envision getting out of being a Board Member?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list three professional references (Name, Phone Number, and Relationship):

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I acknowledge that I have read, understand, and agree to abide by the Board of Directors guidelines. I understand that being a TCCC Board member is an honor and a privilege and requires a commitment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please email the completed application to [admin@txtricitychamber.org](mailto:admin@txtricitychamber.org) or mail to P.O. Box 3122, Universal City, TX 78148