



Board of Directors Application

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

Please complete the application in full. Return the completed application to the Liberty Area Chamber of Commerce, Attn: Gayle Potter via email, mail or in person. Applications are accepted January 1st – August 15th.

This application will be kept confidential and on file at the Chamber office. Applications are used by the Chamber's Nomination 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.

Board Member Job Responsibilities

1. Serves a minimum of 1 three-year term on the Board. Eligible to serve 2 three-year terms.
2. Attends board meetings on a regular basis. Currently, the 2nd Tuesday of every month from 8 -9 am at the Chamber.
3. Act as a Liaison or participant on a Chamber committee.
4. Volunteers a minimum of 6 hours at Liberty Fall Festival.
5. Stays informed about committee matters, prepares for meetings, and reviews and comments on minutes and reports.
6. Make a serious commitment to participate/attend Chamber sponsored events.
7. Participates in the committee's annual evaluation and planning session held in November.
8. Participates in membership recruitment for the organization.
9. Participates in fundraising for the organization.

Nominating Committee Guidelines

- Activity and involvement with the Liberty Area Chamber of Commerce.
- Serve on the Ambassador Committee for a minimum of 6 months.
- Skills, knowledge, experience related to the Chamber, its activities, its programs, and to business.

Candidate Information

Name: _____

Employer: _____

Position/Title: _____

Industry: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone #: _____ Mobile #: _____

Email: _____

Number of Years with Present Employer: _____

Educational Background: _____

Work History: _____

Chamber Participation: _____

Community Activities: _____

Other Memberships, Achievements, etc: _____

Candidate Questionnaire

1. Why are you interested in being a board member?

2. What are your goals for the Liberty Chamber?

3. What do you expect to achieve by becoming a board member?

4. What skills and knowledge do you bring to our board? Please indicate your experience in the following areas:

	Very Experienced	Some Experience	Little or NO Experience
Strategic Planning			
Fundraising			
Program Planning			
Financial Management			
Public Speaking			
Writing			
Special Event Planning			

5. Who may we contact for information about your performance in any of the positions and/or roles referenced on this application?

My company is a member of the Chamber in good standing:	Yes	No
I am willing to commit to a 3-year term of service:	Yes	No
I am willing to volunteer 6 hours during Liberty Fall Festival:	Yes	No
I will attend board meetings & planning sessions:	Yes	No
I will attend Chamber sponsored events:	Yes	No
I will not act where there is a real or perceived conflict of interest:	Yes	No

Applicant Signature: _____

For Board Use

- Nominee has spoken with either the President or Nominating Committee Member: Date _____
- Nominee reviewed by the Nominating Committee: Date _____
- Action taken by the Nominating Committee:** _____
- Action taken by the Board of Directors:** _____