



Board of Directors Application

Please print or type information; all information will be held confidential.

Thank you for your interest in serving on the Board of Directors for The West Chamber – Serving Jefferson County. This form will be reviewed by the Chamber’s Nominating Committee when creating a slate of candidates to fill vacancies for Board of Director positions. In order to attain the best slate of candidates, please complete the following application in full. This does not guarantee your nomination, but if chosen, we want to offer you a rewarding opportunity and make the most of your special talents and expertise for the benefit of the entire Chamber.

Please note: The West Chamber’s Board of Directors govern and operate utilizing the principles of Policy Governance.

Chamber Mission: The West Chamber exists for the success of business in Jefferson County, Colorado. We have members in Lakewood, Wheat Ridge, Littleton, Edgewater, Arvada, Golden, Evergreen, South Jeffco and around the Denver Metro Area. The West Chamber provides business connections, advocates for local businesses with government, helps make your business more visible and educates business owners. We believe in a strong local economy, and strive to be an important resource to the Jefferson County community.

Terms of Service: Three year terms (typically beginning January 1st); may serve a maximum of two consecutive three year terms with exceptions made for those serving the role of chair, chair-elect and immediate past chair.

A Chamber board member is one who:

- Has solid ethics, a strong community involvement and belief in the purpose of The West Chamber – Serving Jefferson County
- Available to attend monthly board meetings (currently the fourth Wednesday of the month from 8:00 A.M. to 9:30 A.M.)
- Has demonstrated ability through committee service or other community service
- Has time to commit to the Chamber, its activities and its Board of Directors
- Is willing to serve on a Chamber committee
- Understands board members are not reimbursed for personal expenses
- Understands the board members may not act where there is real or perceived conflict of interest
- Can serve a for a full term of three years

The following guidelines are used by the Nominating Committee in preparing a slate of candidates to fill vacancies for the Board of Director positions:

- Activity and involvement with The West Chamber
- Skills, knowledge, experience and education related to the Chamber, its activities, its programs, board responsibilities and to business as a whole
- Primary consideration will be individuals and their potential contribution versus consideration of a single organization



Full Name: _____ Membership Affiliation: _____

Employer/Company Name (if different from membership affiliation): _____

Position/Title (for both membership affiliation and employer, if different): _____

Industry: _____ Organization Size: _____

Business Address: _____ Business Phone #: _____

Business Fax #: _____ Business E-Mail Address: _____

Personal Cell #: _____ Personal E-Mail Address: _____

Home Address: _____ # of Yrs. in Jeffco (Res./Bus.): _____

Please indicate why you are interested in serving on The West Chamber Board of Directors:

Please indicate your past involvement with the Chamber (volunteering, event participation, etc.):

What are your goals for The West Chamber?

What do you perceive to be the biggest challenges for The West Chamber? What would you recommend to address these challenges?



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			
Board development (recruitment, training, evaluation)			
Program planning and evaluation			
Recruiting, hiring and evaluating personnel			
Financial management and control (budgeting, accounting)			
Communication, public and media relations			
Participation in interagency committees			
Public speaking			
Organizational development			
Information technology			
Writing, journalism			
Special events (planning and implementing)			

For items you checked as “very experienced” or “some experience,” please provide details:

If not described in the previous answers, please outline your experience as a volunteer board and/or committee member (please distinguish between Chamber and non-chamber related):



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

How many hours a month can you reasonably serve? _____

If you have a resume, please include it with your application.

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| *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 a Leadership Jefferson County graduate: | 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 had a personal meeting with either chief executive, board chair, or other board member: _____ Date _____
- Nominee reviewed by the Nominating Committee: _____ Date _____
- Nominee interviewed by the Nominating Committee: _____ Date _____
- Nominee attended a board meeting: _____ Date _____

- Action taken by the Nominating Committee:** _____
- Action taken by the Board of Directors:** _____