



Statesboro Bulloch Chamber of Commerce
Board of Directors Application Term 2025-2027

Deadline: October 4, 2024

NAME: _____ TITLE: _____

BUSINESS NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

HOME ADDRESS: _____

EMAIL ADDRESS: _____ # of Years with this Business: _____

of Years as a Statesboro Bulloch Chamber Member: _____

BUSINESS PHONE: _____ CELL PHONE: _____

Please list, if any, Chamber programs you have been involved with over the last five years:

Circle the Chamber events you have attended in the last year:

- Annual Meeting Blessing of the Crops Business After Hours Ribbon Cuttings
- State of the Region & Business Expo Ag Night Out State of Healthcare & Business Expo
- Golf Tournament

Tell us about yourself, your strengths, and talents you would bring to the Board of Directors:

Please attach contact information for 3 references. A criminal background check is performed for new Board members.

I agree to provide the necessary information form to the chamber office to be processed by Law Enforcement for this routine procedure. I have read the attached Board of Directors guidelines and responsibilities and agree to uphold these to the best of my abilities.

Applicants Signature: _____ Date: _____

Please return the application to: Jennifer@statesborochamber.com

Deadline for application is 10/4/2024

BOARD ROLES & RESPONSIBILITIES

Board meetings will be held 2nd Tuesday of the month at 8:00 AM at the Chamber office, but is subject to change.

Every Director will:

- Make payment of membership dues within thirty (30) business days from his/her anniversary date.
- Assist in the Annual Review of the Chamber's Strategic Plan, including its Mission, Vision and Values Statements, and suggest changes as deemed necessary.
- Become familiar with all policies and functions of the Chamber of Commerce.
- Assist in policy development for the Chamber and advise the Executive Committee or staff regarding potential policy changes.
- Assist in development of the Program of Work/ Business Plan by actively participating in the full day Annual Board Retreat.
- Actively advocate for the Chamber to promote membership and retention and provide leads to staff.
- Promote active participation in the Chamber on the part of the membership.
- Actively assist in membership retention efforts through relationship building activities including phone contact, emails, written communications, and visits to current and past due members.
- Assist in securing adequate funding for the annual budget.
- Establish and approve the dues' structure.
- Elect and affirm officers in accordance with the bylaws.
- Recommend and approve changes in the bylaws.
- Meet as required in the bylaws, or more frequently on the call of the Chair, and set the dates for such meetings.
- Provide adequate facilities and equipment for Chamber operations.
- Consult frequently with the general membership of the Chamber in order to be a true representative in his/her legislative function and explain Board actions.
- Utilize the Executive Committee to conduct and report on the President & CEO's evaluation, review, and make any recommendations.
- Question and/or ratify Executive Committee decisions, including but not limited to income and expenditures, and personnel decisions.
- Perform such duties, within his/her capabilities as may be requested by the President, to include solicitation of new members and additional funds.

Basic Role

The Board of Directors serves the Chamber in a legislative capacity. Directors make all policy and procedure decisions of the Chamber, and act to protect and attend to the best interests of the membership. Your job as a Director is to LEAD the Chamber; NOT MANAGE the Chamber.

One of your most important responsibilities as a Director is to attend every meeting. As basic as that sounds it cannot be over emphasized. If you are not there, momentum and communication will suffer. Your partnership with other Board members will suffer as well. The dates for every Board meeting should be entered on your calendar as a "must attend" event. **Your attendance at Chamber events and programs is also highly encouraged.**

Insurance

It is the policy of the Chamber to maintain appropriate liability insurance coverage for Directors and Officers, as well as General Liability insurance.

Legalities

The Chamber is an independent entity that is subject to its own By-Laws and Articles of Incorporation. The organization is not chartered by any national, state or local agencies. The only relationship the Chamber shares with our local government is that of cooperation. We are members of the U.S. Chamber of Commerce and the Georgia Chamber of Commerce; however they do not have any policy control over our Chamber.

Execution of Contracts

The Executive Committee will designate representatives of the Corporation authorized to sign contracts for budgeted items only on the Corporation's behalf during its meeting in January of each year. Any contracts that fall outside of the budget must be approved by the Executive Committee and ratified by the full board.

Meeting Protocol Every effort will be made to keep board meetings to 60 minutes or less and Executive Committee meetings to 120 minutes or less.

1. Each meeting will be outlined in an agenda. The agenda will include the date, starting time, place of the meeting, and a listing of the items to be covered during the meeting. To improve meeting effectiveness, the printed agenda and a copy of the minutes from the previous meeting will be e-mailed to each Board member three days prior to the meeting.
2. The meetings will be conducted by the Chair of the Board of Directors. In his/her absence, the highest-ranking Officer will preside. The Board will follow *Robert's Rules of Order*.
3. Discussions on the business of the Board, which occur during the meeting, should be to the point and individual comments should be kept as brief as possible. You should come to each meeting well prepared, having read all relevant materials. You should take an active and productive role in discussions and make motions when you feel they are appropriate. Do not feel any reluctance to voice disagreement on a matter that is before the Board. Your opinion might be the one that moves the Board to make the best decision on the issue. As part of your attendance sign in, you must state if you have a Conflict of Interest based upon agenda or discussion.

Attendance Requirements & Duties. Any member of the Board of Directors who shall compile three absences within one twelve-month period (the fiscal year) or 3 consecutive meetings shall be deemed to have voluntarily resigned from the Board of Directors, unless a waiver is requested and approved by a majority of the Board. Any additional absences would require petitioning the Executive Committee for approval.

Term Limits.

Each Director shall be elected to a term of (2) years, unless such election is to fill an unexpired term. In such event, the Director shall only serve that portion of the un-expired term. At the completion of the first term, the director may apply again for a second consecutive term. No Director may serve longer than 2 consecutive terms unless the Director is in the executive rotation of chairs (Chair, Chair-Elect, or Immediate Past Chair), but in which case, he or she may serve up to 7 years.

Board Applicant Signature: _____

Date: _____