



# **Buffalo Grove Lincolnshire Chamber of Commerce 2020 Officer/Board of Directors Application**

**Board members are elected as provided by the by-laws .**

## **Qualifications**

- Officer (1-year term)—Must have served for a least one year on the Board of Directors
- President (1-year term)—Must have served for at least one year on Executive Board
- Director (2-year term)—Must have been a BGLCC member for at least one year and actively participated on a chamber committee.

## **Expectations**

**Samples of those duties are:**

1. Serve on at least one chamber committee
2. Attend all Board Meetings (Cannot miss more than 3 meetings)
3. Review Agenda before Board Meetings
4. Set the overall policy for the organization
5. Provide resources to meet the goals of the Chamber
6. Recommend changes in bylaws
7. Support the leadership and direction of the Board Chair and President
8. Attend After Hours and other chamber sponsored events (Minimum—25%)

**Directors are encouraged to:**

1. Volunteer at events when your schedule permits
2. Counsel and advise as requested by the Executive Officers
3. Perform such duties within his/her capabilities as requested by the President or Executive Director (including but not limited to solicitation of new members and funds)
4. Support Chamber financially by attending events or providing sponsorship
5. Attend Chamber events representing the Board of Directors
6. Represent the Chamber at Community Events



## **Buffalo Grove Lincolnshire Chamber of Commerce 2020 Officer/Board of Directors Application**

Name \_\_\_\_\_

Member Company \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Phones: Work \_\_\_\_\_ Home \_\_\_\_\_

Fax \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

### **Current Officer or Director**

- I want to serve for another term. Yes No
- I am interested in serving as an Officer on the Executive Committee
- Current Position \_\_\_\_\_ Position for 2018 \_\_\_\_\_
- Previous positions you have held \_\_\_\_\_
- Special skills you can offer to the executive board \_\_\_\_\_

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Any outstanding debts to the Chamber or potential conflicts (i.e., doing business directly with the Executive Director, etc.) \_\_\_\_\_

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### **New Applicant—Application for Director Only**

- Committees you have served on \_\_\_\_\_
- Special skills you can offer to the chamber board \_\_\_\_\_

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### **All Applicants – Committee Leadership Positions**

The Chamber has restructured the current committees so that they are led by a Board Member who will have functional responsibility for all subcommittees in that area. Representative samples of committees are shown below with their areas of responsibility. Please indicate your area of interest and what qualifications you have in that area.

#### **Marketing**

Responsibilities include website, eBlasts, Chamber Newsletter, member promotional strategy, sponsorship development, and communications strategy.

Qualifications: \_\_\_\_\_

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#### **Special Events**

Responsibilities include Casino Night, Trivia Night, Business Connection Summit, New Event Development, Sponsorships for events.

Qualifications: \_\_\_\_\_

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#### **Programs**

Responsibilities include Business After Hours, Business Before Hours, Lunch Speakers, Lunch & Learn, Development of Sponsorships for Programs

Qualifications: \_\_\_\_\_

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### **Membership**

Responsibilities include Membership Recruitment, Membership Retention, Ambassadors, Development of New Member Attraction Programs.

Qualifications: \_\_\_\_\_

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**PLEASE NOTE—An Application must be submitted in order to be considered by the Nominating Committee**

Return Application to the Chamber Office no later than Monday, October 14, 2019

Mail to—BGLCC, PO Box 7124, Buffalo Grove 60089, fax to (847) 541-7799, or scan and email to [sschoenhoft@bglcc.org](mailto:sschoenhoft@bglcc.org)