



## Board of Directors Nominee Questionnaire

*You are among those submitted for nomination to serve for either a three-year term as a board member on the Leander Chamber of Commerce board of directors. **The board is a diverse group of business leaders responsible for setting policy, annual goals, providing committee leadership, and ensuring adequate funding for the chamber.** Primary responsibilities include participating in the monthly board meetings held on the second Thursday each month at 11:30 a.m.*

*Our Chamber is only as strong as its leadership. As a recognized leader in the business community, we appreciate your willingness to serve. Please take the time to fill out this brief questionnaire for consideration by our nominating committee by Friday, Sept. 29, 2017. All applicants will have an in person interview with the nominating committee in Oct. More info. to follow.*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Why do you want to serve on the Chamber board? \_\_\_\_\_  
\_\_\_\_\_
2. What skills or expertise can you bring to the board? \_\_\_\_\_  
\_\_\_\_\_
3. What skills would you like to learn as a result of your board service? \_\_\_\_\_  
\_\_\_\_\_
4. What, if anything, do you hope to gain from board service? \_\_\_\_\_  
\_\_\_\_\_
5. What social aspect about board service appeals to you? \_\_\_\_\_  
\_\_\_\_\_
6. Can you contribute financial support to the Chamber in the form of sponsorships or fundraising? \_\_\_\_\_  
\_\_\_\_\_

A. Are you willing to commit to:

\_\_\_\_\_ My business will sponsor a minimum of \$2,000.00.

\_\_\_\_\_ OR I will help solicit sponsorship at a minimum level of \$2,000.00.

7. As a 3 year board member are you willing to work to recruit new members and assist in retaining existing members?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

A. Are you willing to commit to recruit at least 3 new members, and/or to make a personal visit to at least three current members in each year during your 3 year term?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

8. What community issues are you most interested in? \_\_\_\_\_  
\_\_\_\_\_

9. Will other non-profit or professional commitments prevent you from fulfilling your commitment to the Chamber board? If yes, what are they?  
\_\_\_\_\_  
\_\_\_\_\_

10. What community organizations have you previously served?  
\_\_\_\_\_  
\_\_\_\_\_

11. Board members are expected to serve on or chair a committee as needed. In which area can you contribute your expertise or work?  
\_\_\_\_\_  
\_\_\_\_\_

I am able and willing to:

- A. **Commit** to attend a 1-hour board orientation in the Chamber Board Room.
- B. **Commit** to attending a minimum of 10 board meeting per year. Failure to meet this criteria will result in automatic dismissal unless otherwise approved by the BOD.
- C. **Commit** to attending 1 Chamber event per month.
- D. **Commit** to attend the annual Board Planning Retreat in Jan. and the mid-year retreat in June or July.
- E. **Commit** to attend the annual gala with a minimum contribution of \$500 in either ticket sales, sponsorship, or securing of silent auction items.
- F. **Commit** to supporting the Chamber by soliciting or sponsoring a minimum of \$2,000 for each year I serve on the board.

X

\_\_\_\_\_  
Signature

## **BOARD SERVICE COMMITMENT PLEDGE & CODE OF CONDUCT**

- Must be signed to be considered.

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving as a member of the Leander Chamber of Commerce Board of Directors, pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member.

### **My role:**

I acknowledge that my primary roles as a board member are (1) to contribute to defining the organization's mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of Board Member and/or Officer as stated in the bylaws.

My role as a board member will focus on the development of policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the President & CEO, who determines the means of implementation.

### **My commitment:**

- I will exercise the duties and responsibilities of this office with integrity, collegiality, and care.
- Pledge
- To establish as a high priority my attendance at all board meetings.
- To be prepared to discuss the issues and business addressed at scheduled meetings, having read the agenda and all background material relevant to the topics at hand.
- To work with and respect the opinions of my peers who serve this board and to leave my personal prejudices out of all board discussions.

- To represent this organization in a positive and supportive manner at all times and in all places.
- To observe the parliamentary procedures and display courteous conduct in all board and committee meetings.
- To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results and prohibit methods that conflict with board policy.
- To avoid conflicts of interest between my position as a board member and my personal life. If such a conflict does arise and if I am a voting member, I will declare that conflict before the board and refrain from voting on matters in which I have a conflict.
- To support in a positive manner all actions taken by the Board of Directors even when I am in a minority position on such actions.

**Code of Conduct:**

*Confidentiality*

Board members and staff will have access to information, that if revealed to outsiders, could be damaging or sensitive to other members or staff, harmful to the best interests of the organization, or even create legal liability. Information provided to the board and staff may concern personnel, financial, contractual, membership or legal matters. It will often be confidential and is intended for use in decision making and governance. Information shall be held in the strictest of confidence and shall not be divulged to any outside party, including other members, without authorization of the board chair or organization president.

*Conflicts of Interest*

Board members and staff members owe a high fiduciary duty to the organization. Thus, no board or staff member shall maintain any business enterprise or other activity that directly conflicts with the interests of the organization. Staff members shall not solicit members for any reason that is not directly related to official business.

*Violations*

Violation of the Code of Conduct may result in disciplinary action in accordance with the governing documents. Discipline may include removal of a board member from office or termination of a staff member.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a board member/officer.

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Signature

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Date

Email the completed form to [office@leandercc.org](mailto:office@leandercc.org). Thank you for your interest.