



# IMPERIAL VALLEY **REGIONAL** CHAMBER *of* COMMERCE

**Thank you for your interest in serving as a member of the Board of Directors for the Imperial Valley Regional Chamber of Commerce. Serving on the board is a rewarding experience and opportunity for personal growth. Our board is an important resource for the overall success of the Chamber. Completing this form means that you understand the expectations and commitments necessary to serve in this position and confirm your willingness to serve should you be selected.**

**Position Title:** Board Director

**Reports to:** President of the Board

**Term of Office:** Directors serve a one (1) or two (2) year term based on availability. If board attendance is at least 80% and the director has actively participated in board meetings and/or committee meetings, the director will be invited to run for an additional term.

**Purpose:** To act as a voting member of the board with full authority and responsibility to develop policies, procedures, and regulations for the operation of the Chamber; to monitor the Chamber's financial health, programs and overall performance; and to provide the chief executive officer with the financial and personnel resources to meet the needs of chamber members and fulfill the goals of the Chamber.

**Mission:** The Imperial Valley Regional Chamber of Commerce is dedicated to serving Imperial Valley businesses and promoting community prosperity through advocacy economic development, connectivity, and business education.

## **Board Responsibility:**

1. Establish and approve Chamber policies and position statements.
2. Secure funding through collection of membership dues and other income.
3. Monitor monthly financial statements.
4. Approve annual budget and budget adjustments as needed.
5. Approve all fund-raising activities of the Chamber.
6. Create and update long-range plans, and annual goals and objectives for the Chamber.
7. Adopt key operating policies and procedures; approve contracts as appropriate.

## **Director Duties:**

1. **Attend at least 80% of monthly, one and one-half hour (1 ½ hour) board meetings. Directors missing three out of five meetings will be terminated as a board member.**
2. Regularly attend Chamber mixers, activities and special events.
3. Become thoroughly knowledgeable about Chamber policies, programs and activities.
4. Come to board meetings well prepared and well informed about issues appearing on the board agenda.
5. Contribute to board and committee meetings by expressing your point of view and supporting the action of the Board, even if it differs from your opinion.
6. Consider other's points of view, make constructive suggestions, and help the board make decisions that benefit those that the Chamber serves.
7. Serve on at least one committee and act on committee recommendations and assigned tasks.
8. Represent the Chamber to members, potential members, the public and other organizations.

9. Support the Chamber through helping with membership recruitment efforts.
10. Assume board leadership roles when asked.
11. Keep the Chief Executive Officer informed about any concerns of the membership.
12. A director may expect to encounter criticism of the organization and has the obligation to defend it against unfair criticism or to initiate any necessary action to eliminate the cause if the criticism is justified.

**Board Meetings: 24-30 hours annually**

Held on the 2nd Wednesday of every month at 10:00am at the Chamber Office. Meetings last 2-2.5 hours. The undersigned agrees to attend each meeting, as well as required meeting preparation. If you are not available to attend the monthly meetings, please consider joining one of our committees such as our Ambassador Committee.

**Committee Meetings: 24-48 hours annually**

Committees are formed at the direction of the Board of Directors. Each committee will establish their own meeting dates and times. For EACH committee a board member serves on, they can be expected to spend 2-4 hours per month, between meetings and work. Each board member is required to sign up for at least one committee.

**Each board member is asked to participate in at least one of the following:**

**Air Show Gala: 6-8 hours annually**

Annually in February, The Regional Chamber of Commerce hosts a gala in collaboration with the NAF EC in which we ask board members to volunteer their time in preparation for. This could involve planning, preparing, or volunteering for the day of the event.

**Mardi Gras Parade: 6-8 hours annually**

Annually, The Regional Chamber of Commerce participates in an annual parade in February/March in which we ask board members to volunteer their time in preparation for it. This could involve planning, preparing, or volunteering for the day of the event.

**Celebrate America: 6-8 hours annually**

Annually, The Regional Chamber of Commerce participates in a Fourth of July drone show in which we ask board members to volunteer their time in preparation for it. This could involve planning, preparing, or volunteering for the day of the event.

**Annual Dinner: 6 hours annually**

The Annual Dinner is a fall event planned by the Events Committee. This 3-hour event is a requirement for all board members to attend. Some board members may be asked to help with the preparation of the annual dinner which will constitute additional hours annually.

**Potential Events/Fundraisers: 8-16 hours annually**

The Regional Chamber of Commerce often participates in community events including but limited to the Mardi Gras parade, Margarita Challenge, Celebrate America, Teacher's Appreciation, Honey Festival, Christmas Parade etc. where board members will be asked to volunteer their time as well.

**Mixers: 24-30 hours annually**

Monthly, The Regional Chamber of Commerce participates in a monthly mixer requested by a business to celebrate an anniversary or to highlight the business. We ask that board members attend in support of the business members and the Regional Chamber of Commerce to foster relationships with our business community.

**Ribbon Cutting/Groundbreakings:****24-30 hours annually**

New members may request The Regional Chamber of Commerce to facilitate ribbon cuttings or groundbreakings for their new business venture. We ask that board members attend in support of the business members and the Regional Chamber of Commerce to foster relationships with our business community.

**Legislative Days:****8-12 hours annually**

Quarterly, the Government Affairs Committee hosts a Legislative Day that is structured on community needs i.e. Updates from our elected officials (Local, State, Federal), Elections, new laws and other legislative updates that help strengthen our support of our business members and the needs of their business. board members attend in support of the business members and the Regional Chamber of Commerce to foster relationships with our business community.

## Candidate Information

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

Employer: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: CA Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Preferred email: \_\_\_\_\_

Chamber Participation: \_\_\_\_\_

Community Activities: \_\_\_\_\_

Other Membership, Achievements, etc.: \_\_\_\_\_

Do you currently serve on other boards: \_\_\_\_\_

If so, please list what boards you currently serve on: \_\_\_\_\_

\_\_\_\_\_

Other Comments: \_\_\_\_\_

I have read the "Board Responsibility & Director Duties" and can make the commitment to serve on the Imperial Valley Regional Chamber of Commerce Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return your application via email to: [CEO@IVRegionalChamber.com](mailto:CEO@IVRegionalChamber.com)**