

Board Candidate Letter

Dear Prospective Board Candidate,

There's a lot of responsibility in choosing to become a board member. Board members must have the ability and knowledge to set policy and approve programs that become the basis for operating this association. A board member does not manage the day-to-day business of the organization. The board hires an association executive director to do that. (That's me.)

A board member must have the time, or be willing to take the time, to attend monthly board meetings, special meetings, committee meetings and seminars. Educational workshops and conferences are necessary to keep board members informed and up-to-date on the various aspects of this association and its services. It's how you learn more about being a board member and the purpose of this association.

Some other criteria for board members include:

- Be an independent thinker, but open to other's positions and opinions
- Be willing to listen and learn
- Be on who can accept change and even direct change
- Be willing to commit adequate time to the work of the board in order to be an effective member and properly discharge the duties of the board
- Be capable of and willing to acquire the knowledge necessary to cope with the issues of a membership association, its finances, operations, programs, services and public issues
- Possess character and demeanor that will reflect favorably on behalf of the association. Be an individual who possesses sufficient stature to command the respect of fellow board members, management, employees and the public
- Be willing to accept the sometimes, but not infrequent, unpleasant moments of a board member's experience
- Subordinate personal and other business interests to the needs of the association when making decisions

For more information about how to become a board member, give me a call!

Sincerely,

Beverly Liles
President/CEO
Kingman Area Chamber of Commerce

Board Candidate Application

Why do you want to serve on this board?

What expertise or special skills do you possess that would help this board function more effectively?

How would you share these skills?

What do you hope to accomplish during board service?

Leadership position (which ones):

Your personal goals for board service:

1)

2)

3)

Personal development (How will serving on this board help you develop skills, professional contacts or meet your interests?):

Following is a list of duties for board members. Check off duties you know you have the time and skills to perform...

Knowledge and preparation:

- Educate myself on the association, its history, goals, members, staff, financial situation, problems and needs
- Keep abreast of national, state and local trend_ that affect the association and its members
- Educate myself on the roles and responsibilities of the board as a whole, as well as those of individual board members

Participation:

- Participate in the tasks of the board
- Be an enthusiastic and knowledgeable voice for the association
- Serve actively on a least one committee; understand how committees relate to the board
- Act as an advocate for the association and its membership
- Contribute professional skills, knowledge and membership contacts
- Participate in discussions at meetings; ask probing questions and seek relevant answers before voting
- Report to the board, in written or verbal form, as appropriate
- Recognize my role as a member of a team

Board candidate's signature

Date