

**Application for Appointment to
The Palatine Area Chamber of Commerce
2010 Board of Directors**

Name _____ Business Phone _____

Occupation _____ Home Phone _____

Address _____ City _____ Zip _____

All applicants must be an active member in good standing with the Chamber for at least one year to qualify.

Your Background

How long have you been a member of the Palatine Chamber? _____

Board Member YES/No? If Yes, what year(s) _____

Other Chamber of Commerce Member? Yes/No If yes, How Long? _____

Name of Chamber _____

Committees served on with any Chamber _____

What education or skills could you contribute to the Palatine Area Chamber of Commerce Board?
(Please circle all that apply)

Accounting
Investment
Management
Marketing
Education
Computers

Fundraising
Community Relations
Planning
Lobbying
Knowledge of Services
Public Speaking

Motivated
Organized
Team Player
Leadership
Cooperative
Other

On what boards have you served? _____

Charitable or community activities in which you have been involved _____

Availability to Serve

Could you attend monthly board meetings? Yes/No

Conflicts? _____

How many hours per month, in addition to board meetings, could you serve this organization? _____

References

Please List Name, Address and Phone number for 2 references:

On the back of this application (or on another piece of paper), in 25 words or less, please write about your interest in and understanding of the mission of this organization. Please complete and return this application by **Friday, December 11th** to the Palatine Area Chamber of Commerce, 625 N. North Court, Suite 320, Palatine, IL 60067 or fax it to 847-359-7246.

Signature/Date

Responsibilities and Job Description Palatine Area Chamber of Commerce Board of Director

Individual directors are elected as provided in the bylaws.

Directors shall perform duties as prescribed in the bylaws.

Samples of those duties are:

1. Must be a member in good standing for at least a year.
2. Serve on at least one chamber committee (see attached sheet)
3. Attend at least 75% of all Board Meetings
 You are allowed 3 excused absences and must call Mindy prior to meeting
3. Review Agenda and financials before Board Meetings
4. Set the overall policy for the organization
5. Provide resources to meet the goals of the Chamber
6. Establish the dues structure
7. Approve Strategic Plan
8. Elect officers in accordance with the bylaws
9. Recommend changes in bylaws
10. Meet as required in the bylaws
11. Support the leadership and direction of the Board Chair and President

Directors are encouraged to:

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

Monthly Time Commitment for a Board Member

(Times are approximate)

Attend monthly Board Meetings	2 hours
Attend Chamber Events:	
Business After or Before Hours	1 –2 hours
Business Issues Forums	2 hours
Committee Meeting	1.5 hours
Community Events	1 – 2 hours
Read reports and research issues	1 –2 hours

Annual Time Commitments

Annual Installation Luncheon (Jan. 2010)	2 hours
Annual Chamber Golf Outing (May 18, 2009)	7 hours
Fall Event (Oct./Nov. 2010)	5 hours

Other Events as needed or requested by the Chair or President