



Board Member Application Form

Thank you for your interest in serving as a member on the Board of the Carey Area Chamber of Commerce, Inc. Serving on the board is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills, time and resource commitments of this leadership position.

Member of the Board Responsibilities

Carey Area Chamber of Commerce board members, elected by the current board, must agree to accept the following legal and ethical responsibilities:

1. Actively participate in all Board operations:
 - a. Collecting and understanding all information pertaining to oversight of the Chamber
 - b. Participating in all Board meetings – meet the 2nd Wednesday of every month at 8:00 a.m. unless stated otherwise in the Chamber building conference room
 - c. Participating in Board deliberations & decisions
 - d. Ensuring their actions are clearly reflected in the Board minutes
 - e. Abiding by Board policies regarding conflict-of-interest – specifying to other members about potential or existing conflict of interest in participating in a particular Board deliberation.
2. Actively monitor the Chamber's performance towards goals, including
 - a. Performance of the Board
 - b. Performance of the Executive Director (when one is hired) and other staff
 - c. Performance of the Chamber's programs
3. Ensure all legal requirements are being met, including
 - a. All taxes are paid in a timely manner
 - b. All personnel policies are up-to-date and being enforced
 - c. All federal, state and local regulations are being met
4. Represent the organization, including
 - a. Always promoting the best interests the Carey Area Chamber of Commerce
 - b. Participating in Board committee activities between regular Board meetings
 - c. Avoiding conflict-of-interest situations that may give the appearance of impropriety.



CANDIDATE INFORMATION

Name: _____

Position/Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web: _____

Number of Years with Present Employer: _____ Years in Carey: _____

Educational Background: _____

Community Activities: _____

Other Memberships, Achievements, etc: _____

Please return the completed application to the **Carey Area Chamber of Commerce at P.O. Box 94, 132 E Findlay St, Carey, Ohio 43316.**

This application will be kept confidential and on file at the Chamber office. Applications are used by the Chamber's Board to identify and evaluate potential board candidates. Members are elected by a majority vote of current board members.



Board Candidate Questionnaire

1. Why do you want to be a board member?
2. Will you be engaged – giving your time, energy and resources to support the work and mission of the Carey Area Chamber of Commerce, Inc?
3. What talents do you feel you could contribute to the success of the Chamber?
4. Why is being part of the Chamber important to you and your organization?
5. Will you be an advocate for the Chamber by recruiting new members, fundraising, and speaking positively about the work of the organization?
6. What do you believe are the two most significant issues or problems facing Chamber members and/or the Carey area?