



## Tecumseh Chamber of Commerce Board of Directors Application

Thank you for considering the choice to serve on the Tecumseh Chamber of Commerce. This application will be used for the election committee to put together a slate of potential candidates for the membership to vote and install new board members to serve each year. Filling out this application DOES NOT guarantee your spot as an official candidate. You will first be notified if you become an official candidate before your name is entered on any ballots. If you have any questions, please contact our office at 405-598-8666. Please attach additional pages if needed.

First and Last Name: \_\_\_\_\_

Email Address for public display: \_\_\_\_\_

Which Chamber Member company/organization are you associated with?

\_\_\_\_\_

How long have you or your organization been a Tecumseh Chamber member? \_\_\_\_\_

Job Title or Role within the organization: \_\_\_\_\_

Have you ever served on the Tecumseh Chamber of Commerce Board of Directors in the past?

Please circle one: YES NO If yes, what year/s and how many terms \_\_\_\_\_

Please tell the membership why you are interested in serving on the Board of Directors:

\_\_\_\_\_  
\_\_\_\_\_

Please include why you believe you can contribute to the success or growth of the chamber in relation to your skills, education, and industry. (Attach additional page if needed)

\_\_\_\_\_  
\_\_\_\_\_

Please select any and all education and skills you can contribute to the Tecumseh Chamber of Commerce:

Please select at least one. Please add additional skills that are not listed in the blanks provided.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Accounting      | <input type="checkbox"/> Community Relations | <input type="checkbox"/> Marketing                |
| <input type="checkbox"/> Investment      | <input type="checkbox"/> Planning            | <input type="checkbox"/> Policy and Procedures    |
| <input type="checkbox"/> Management      | <input type="checkbox"/> Lobbying            | <input type="checkbox"/> Board Experience         |
| <input type="checkbox"/> Financial       | <input type="checkbox"/> Motivation          | <input type="checkbox"/> Nonprofit Experience     |
| <input type="checkbox"/> Leadership      | <input type="checkbox"/> Organization        | <input type="checkbox"/> Events                   |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Team Building       | <input type="checkbox"/> Other (Please list all): |
| <input type="checkbox"/> Fundraising     | <input type="checkbox"/> Technology          | _____   |



Have you ever served on any Tecumseh Chamber of Commerce committees?

Please circle one:    YES    NO    If yes, please list all: \_\_\_\_\_

Please give a brief description of your organization/company's business, products and services. This information will be issued with any press releases and displayed online for public view. Please be brief and descriptive but accurate.

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Please list any and all previous experience you have serving on boards other than the Tecumseh Chamber. Skip this question if it doesn't pertain to you.

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Please list any and all boards you are **currently** serving on. Skip this question if it doesn't pertain to you.

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Please give us a biography to share your background, interests, hobbies, and other fun information the membership should know about you.

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Please select the estimated amount of hours you are willing to dedicate to your board duties. Feel free to explain if you need.

- 0-2 hours per month                       4-6 hours per month                       Other: \_\_\_\_\_
- 2-4 hours per month                       6+ hours per month                      \_\_\_\_\_

Do you agree to complete or make arrangements to complete your new board orientation?

Please circle one:    YES    NO

Do you agree to make every effort to attend the strategic planning session/board retreat for the upcoming year?

Please circle one:    YES    NO

Have you read through the requirements and expectations documents attached to this application?

Please circle one:    YES    NO



## **Board of Directors**

The Tecumseh Chamber of Commerce Board of Directors consists of 9 board members and 1 past President. Additional information can be found in the ByLaws Below you will find an outline of the Board of Directors duties and role.

### **Term of Service:**

All directors must serve a three term except any director serving as President at the end of his/her third year shall be eligible for 1 additional year. The beginning date of term is January 1; however, your seat is declared after election results are confirmed by the Election Committee.

### **Attendance Requirements:**

Meetings are typically held the 2nd Wednesday of the month at noon at the Tecumseh City Hall Council Chambers (traffic court room) unless otherwise announced. The board of directors are required to meet at minimum 10 months per year. Absence from 3 or more meetings in any twelve-month period could be considered a resignation by majority vote of the board. The board may consider illness and mitigating circumstances in favor of the absence.

### **Overall Responsibility:**

The Board of Directors as a whole (10 directors) serves as the policy body of the Tecumseh Chamber of Commerce. They as a group are responsible for approving an annual business plan and budget. The Board reviews all financial reports and has a fiduciary responsibility to the organization. The group of directors work together in a selfless manner with good intention for the community and the organization.

### **Duties:**

1. Review and update (as necessary) the chamber's mission, vision, and goals.
2. Be familiar with the chamber's [Bylaws](#).
3. Assist in the planning process of a business plan which may include an annual board retreat or strategic planning session outside monthly meeting scheduled times.
4. Individual board members may serve on committees or task forces and may be eligible to chair the different task force groups and committees as appointed by the chairman and approved by the board.
5. The board shall help determine if new programs should be undertaken as the chamber year progresses. They will review existing programs and goals and decide if they are being satisfactorily accomplished in alignment with the chamber's mission, vision, and goals.
6. The board will review and participate in discussions with organization officers to assess and continue increasing operating revenues of the organization to assure a balanced budget.
7. The board shall recommend committees to refine details of chamber programs and keep their meetings concise and strict to the agenda.



8. Individual board members have no authority to commit the chamber to any action or policy as a single individual without the majority vote of the board.
9. Report any conflicts of interest annually to the board and the Executive Director and abstain from voting on conflicting matters.

### **Qualifications:**

The board of directors is the policy making body of the Tecumseh Chamber of Commerce. Board members represent the business and professional leadership of the community. In addition to genuine unselfish interest in the chamber, a member should possess:

1. The willingness to take a leadership role in developing the resources of the chamber through both time and financial support of the chamber programs and initiatives.
2. Ability to work constructively with staff, committees, and with other board members.
3. Background that provides sound judgement in considering problems and policies.
4. Courage and willingness to help formulate chamber opinion on community problems, even if controversial.
5. Respect of associates, which will give leadership and inspire others to respond.

### **In addition, a Director should:**

1. Make every effort to be fully informed on objectives and policies of the chamber.
2. Prepare to assume responsibility for making decisions for the organization.
3. Recognize that their authority is limited to one vote and that he/she must abide by the majority vote and decision of the full board.

### **Liability:**

Each board member and officer of the chamber has a special liability concern because other members of the chamber are relying on you to look out for their best interest. Much of this liability will involve keeping a close eye on the finances on behalf of your members. This is known as your fiduciary duty. Breach of fiduciary duty would consist of disregard of the organization's Bylaws or the laws of Oklahoma, abuse of your position, or making a serious error in judgement (legally defined as failure to do what a reasonable person would do in a similar situation.)

The chamber carries directors and officers' liability coverage, but doesn't exclude you from being liable for gross negligence.

### **Relation to the Public:**

Each member of the board is a representative of the organization and all of the membership officially. Each member of the board is an unofficial representative of the entire public. Board members should be always ready to defend the chamber against criticism, or where the criticism may be justified, take steps to remedy the situation by bringing it to the attention of the board for action.



### **Relation to Staff:**

While the board is the legislative and judicial arm of the chamber, the administration of the policy is delegated to the chamber staff. The chamber board of directors employ an Executive Director whom they hold responsible for carrying out the chamber's program of work. The board governs and the staff manages operations. They must work together to accomplish the goals and mission of the chamber. Individual board members and staff should have a partnership relationship. There should be a high level of respect for each other's responsibilities and roles. The Executive Director answers to the board body as a whole or any committee approved by the board and given authority. The Executive Director can listen and take advice from individual board members and could even seek council with individual board members, but an individual board member should never be considered the Executive's "boss" without a quorum of other board members present. Any conflict or concern with the Executive Director should be reported to the board President, and action should be taken by board quorum.

### **Relation to the Board:**

With respect to his/her relationship to other board member, each director is a partner in the important work of seeking to improve the commercial, economic and civic life of the community through the activities of the chamber.

### **Individual Board Member**

(Board of Director aka B.O.D.)

### **Purpose:**

A board of director's responsibility is to design and insure the successful implementation of programs and activities which benefit the members of the organization. They are to represent the Chamber at public and private functions, become acquainted with current and prospective members and familiarize themselves with the interests of the community.

### **Responsibilities:**

- Attend all meetings of the Board. A director who is absent from 3 regular meetings of the board in any twelve month period may be removed from the board by a majority vote of the board. The board may consider illness or other mitigating factors at its discretion.
- Make every effort to be fully informed on objectives and policies of the chamber.
- Board members are expected to be genuine and sincere in their interest for the overall membership. Personal agendas should be left outside the board room.
- Board members are expected to work with other board members, community members, and the chamber's staff to uphold the interests of the membership in relation to the mission, vision, goals, and an adopted Program of Work for each annual year.
- Work with the board and committees to adopt a Program of Work each year.
- Accept and follow the Program of Work that states objectives and priorities of the chamber.



- Adopt an annual budget for operation of the Chamber and the program goals set in the Program of Work.
- Board members are to be courteous but frank in their discussions of chamber matters.
- Must attend at least 3 events big or small throughout the year (not including board meetings, special meetings, orientation, or strategic planning sessions.)
- You must actively participate in at least 1 chamber committee each year during your 3 year term.
- Call or visit new members on occasion as requested.
- Invite new members to join the chamber.
- Actively promote the chamber whenever possible.

#### **Requirements:**

- Willing to spend time and effort necessary to give the proper attention to Board responsibilities.
- Ability to work constructively and harmoniously with the staff, the committee members and board members in accordance with policies established by the board.
- Follow chamber's bylaws adopted by the membership.
- Courage and ability to have an objective opinion and willingness to express your perspective in a constructive mannerism in best interest of the membership as a whole.
- Ability to gain the respect of associates and give leadership to committee members.

Estimated hours of commitment to the chamber is 4 to 6 hours per month.