

**Application for Appointment to  
The Palatine Area Chamber of Commerce  
2015 Board of Directors**

Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

***Applicants must be an active member in good standing for at least 1 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? \_\_\_\_\_

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, November 5, 2014** to the Palatine Area Chamber of Commerce, 579 First Bank Dr., Suite 205, Palatine, IL 60067 or fax it to 847-359-7246.

Signature/Date \_\_\_\_\_

# **Responsibilities and Job Description Palatine Area Chamber of Commerce Board of Directors**

**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



## **Board of Directors Nominee Questionnaire**

*Thank you for your interest in serving on the Palatine Area Chamber of Commerce Board of Directors. The board is a diverse group of business leaders responsible for setting policy, annual goals, providing committee leadership, and ensuring adequate funding for the chamber. Primary responsibilities include participating in the monthly board meetings held on the third Tuesday each month at 11:30 a.m. at Lamplighter Inn Tavern & Grille.*

*Our Chamber is only as strong as its leadership. As a recognized leader in the business community, we appreciate your willingness to serve. Please take the time to fill out this brief questionnaire to the Chamber office by **Friday, November 5, 2014**, for consideration by our nominating committee.*

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

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Why do you want to serve on the Chamber board? \_\_\_\_\_

\_\_\_\_\_

2. What skills or expertise can you bring to the board? \_\_\_\_\_

\_\_\_\_\_

3. What skills would you like to learn as a result of your board service? \_\_\_\_\_

\_\_\_\_\_

4. What, if anything, do you hope to gain from board service? \_\_\_\_\_

\_\_\_\_\_

5. What social aspect about board service appeals to you? \_\_\_\_\_

\_\_\_\_\_

6. Can you contribute financial support to the Chamber in the form of sponsorships or fundraising?

\_\_\_\_\_

A. Are you willing to commit to buying or selling a minimum of 15 raffle tickets a year for events?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

B. Are you willing to pay to attend or sell tickets to encourage members to attend Chamber events?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

7. Are you willing to work to recruit new members and assist in retaining existing members?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

A. Are you willing to commit to recruit at least 3 new members, and/or to make a personal visit to at least three current members in each year during your term?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

8. What community issues are you most interested in? \_\_\_\_\_

\_\_\_\_\_

9. Will other non-profit or professional commitments prevent you from fulfilling your commitment to the Chamber board? If yes, what are they? \_\_\_\_\_

\_\_\_\_\_

10. What community organizations have you previously served? \_\_\_\_\_

\_\_\_\_\_

Board members are expected to serve on or chair a committee. In which area can you contribute your expertise or work?

\_\_ Golf Committee \_\_ Rockin' the Blocks \_\_ Ambassador Team \_\_ YEA! Academy

If elected you will commit to attend the following events in addition to other programs and events:

A. **Commit** to attend a half day Board Retreat in January 2015

B. **Commit** to attend the Key to Success Awards & Installation Dinner in December 3, 2014

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Palatine Area Chamber of Commerce  
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