



**BOARD OF DIRECTORS APPLICATION
CALENDAR YEAR: JANUARY 1, 2020 - DECEMBER 31, 2020**

Thank you for your interest in serving on the 2020 Prosper Chamber of Commerce Board of Directors. We are thrilled that you are expressing an interest in taking your community and chamber involvement to the next level. Serving on the Chamber Board is both a rewarding experience and an opportunity for professional growth. This position is a volunteer role and there is a time commitment that is expected of each Board Member.

Applicants will be reviewed by the BOD Nomination Committee, who will make recommendations to the current Board of Directors for approval. Approved candidates will then be announced and voted on by the Chamber Membership on December 10th at the Tuesday Morning Cultivate meeting. This December 11th Cultivate Meeting will serve as our 2019 Annual Meeting.

Below you will find a copy of the Board of Directors Job Description which includes Board Member Expectations. Please carefully review both ahead of submitting your application. In the event that you have any questions regarding the job description or the expectations, please do not hesitate to reach out to our Chamber Staff.

All applications are due by Friday, October 11th, 2019. Please return via email or deliver to the Chamber Office.

Staff Contact Information	Office Hours & Location
<p>Office Phone: (972) 508 - 4200</p> <p align="center">Alesia Dutton Interim Director Email: director@prosperchamber.com</p> <p align="center">Rochelle Henry Administrative Assistant Email: admin@prosperchamber.com</p>	<p align="center">Office Location: 100 N. Preston Road Prosper, Texas 75078 (office is inside First United Bank)</p> <p align="center">Office Hours: 9 AM to 5 PM*</p> <p align="center">*hours may vary due to special events (Chamber Office is closed on bank holidays)</p>



BOARD MEMBER JOB DESCRIPTION

- TERM OF OFFICE:** Two year terms / 3 Terms Allowed (Maximum of 6 years total)
- METHOD OF APPOINTMENT:** Candidates for the Board of Directors submit applications to the Chamber Staff. The BOD Nomination Committee reviews and nominates candidates for presentation to the Chamber Board of Directors for approval. Approved candidates are then presented to Chamber at large to approve or deny the presented candidates in its Annual Meeting.
- ROLE:** Serve the Chamber on its governing board by attending board meetings, Chamber events at every level, serving on at least one working committee, and staying engaged in the work of the Chamber by supporting the overall Mission and Vision of the Chamber.
- TIME COMMITMENT:** Board Retreat (2 Day Event, Leadership Training, & Planning)
Board Meetings (11 per year*)
Other Chamber Activities (highly encouraged)
- *Unplanned Emergency Board Meetings may be called when critical action is needed and are NOT included in this total.*
- DUTIES & RESPONSIBILITIES:**
- Abide by the By-Laws of the Chamber.
 - Serve as a voting member of the Board of Directors.
 - Identify long-range and short-term goals in support of the Chamber's mission & vision.
 - Guide the development of plans in support of the Chamber's goals.
 - Ensure that appropriate policies and procedures are established and followed.
 - Monitor operational performance and program work.
 - Approve the annual budget and monitor financial performance.
 - Provide appropriate support of the Chamber by committing your time, talent and treasure.
 - Represent the Chamber membership as a positive community leader.
 - Attend and responsibly participate in Chamber events and activities.

- Actively participate and/or serve as Chair in one or more of the committees of the Board, as needed.
- Maintain a membership in good standing with the organization
- Exhibit transparency and confidentiality when and where needed.
- Advocate for and support fellow Chamber members/businesses where appropriate.
- Establish and maintain positive relationships within the community on behalf of the Chamber.
- Support all decisions of the board and advocate its actions within the community.
- Alert the Board of any conflicts of interest or appearances of conflict.
- Prepare for all Board and Committee meetings ahead of the meeting, including reading all materials applicable to a meeting ahead of time and providing a requested documentation or information needed for a meeting to the organizer of record.
- Commit to giving your time, talent & treasure in support of the Prosper Chamber of Commerce's mission and vision.

BOARD MEMBER EXPECTATIONS

- Organization Knowledge and Participation
 - Uphold By-Laws and established Policies
 - Active Participation in the Chamber as a leader
 - Fulfill the duties outlined in the Board Member Job Description
- Attendance Commitment
 - Maintain active attendance in Board Meetings and Chamber Events
 - A Board Member may not miss more than 3 of the 11 regularly scheduled Board Meetings (missing more than 3 meetings may render your removal from the Board)
 - Absences for emergency Board Meetings do NOT count against your absence allotment
 - Attend Board Retreat
 - Agree to serve for a minimum 2-year term
- Financial Commitment
 - Maintain active membership
 - Sponsor and/or purchase tickets for major Chamber events
 - Aid in the solicitation of fundraising efforts on behalf of the Chamber & its committees
- Business Advocacy
 - Support local businesses both in personal and business endeavors where applicable
 - Promote the mission and vision of the Prosper Chamber at all times

Application for Appointment to the Board of Directors

Name _____ Business Phone _____

Name of Business _____

Business Address _____ City _____ Zip _____

Home Phone _____ Cell Phone _____

Email Address _____ @ _____

YOUR BACKGROUND

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

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

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

Name(s) of Chamber _____

Committees served on with any Chamber _____

What education/skills could you contribute to the Prosper Chamber Board? (Please check all that apply)

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Investment | <input type="checkbox"/> Community Relations | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Management | <input type="checkbox"/> Planning | <input type="checkbox"/> Team |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Lobbying | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Education | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Other | |

On what non-Chamber boards have you served on? _____

Charitable or community activities in which you have been involved:

AVAILABILITY TO SERVE

Could you attend monthly board meetings? Yes / No

Conflicts? (based on calendar provided) _____

How many hours per month, in addition to board meetings, would you be willing to serve the Chamber?

Application for Appointment to the Board of Directors

Description of your business: (Information may be used in press releases or other chamber-issued materials, so please be as descriptive and accurate as possible.)

Why do you want to serve on the Prosper Chamber of Commerce Board of Directors?

How do you feel that you can contribute to the success of the Chamber?

Brief Biography: (Briefly describe your background and your interests.)

In 25 words or less, describe your interest in and understanding of the mission of this organization.

- Yes, I have a photo. I will send it to director@Prosperchamber.com (jpeg images preferred)
- No, please have the office take a picture of me.

PLEASE SUBMIT A RESUME & PROFESSIONAL REFERENCES ALONG WITH THIS APPLICATION.

Signature _____

Date _____

PROSPER CHAMBER OF COMMERCE

2020 Board Meeting Calendar

Below is a listing of the *PROPOSED* Board Meeting dates for the 2020 Calendar year. Please note that the below is subject to change, but please use these dates as a planning guide. A final calendar will be confirmed and decided upon at the February Board Member Retreat.

Monthly Board Meetings are scheduled for the 2nd Monday of each Month unless that Monday is impacted by an observed holiday. Dates not following the 2nd Monday pattern are marked with an asterisk. All meetings occur from roughly from 11:45 AM to 1:15 PM and are held at the Texas Health - Prosper location unless otherwise noted.

Meeting Structure:
11:45 AM - 12 PM - Arrival & Lunch
12 PM - Call to Order*
1:15-1:30 PM - Adjournment

*Call to Order occurs promptly at 12 PM, there is a 10 minute arrival grace window - beyond 12:10 PM, unless you are called into the conference line, it will be considered an absence.

All Board Members are required to attend all scheduled meetings. In the event that you will need to miss a meeting, you must notify the Board Team via email. Any Board Member missing more than the allotted 3 meetings will be permanently removed from the Board per our established By-Laws.

Additionally, all Board Members are required to attend the Board Retreat. This retreat is the foundational planning for the year and it is critical that all members are in attendance to ensure unity and buy-in in this planning.

Proposed Board Meeting Dates

BOD Retreat: Friday & Saturday Event - January 24th & 25th

Monday, January 13th
Monday, February 10th
Monday, March 16th* (Meeting 3rd Monday due to PISD Spring Break)
Monday, April 13th
Monday, May 11th
Monday, June 8th
Monday, July 13th
Monday, August 10th
Monday, September 14th
Monday, October 12th
Monday, November 9th
Monday, December 14th