



APPLICATION PACKAGE

**President & Chief Executive Officer
Greater Irvine Chamber of Commerce**

**Greater Irvine Chamber of Commerce
36 Executive Park, Suite 100
Irvine, California 92614
(949) 660-9112
www.irvinechamber.com**

Dear Candidate:

Thank you for your interest in applying for the position of President & Chief Executive Officer of the Greater Irvine Chamber of Commerce. The Greater Irvine Chamber is one of the leading chambers of commerce in the nation, and it is accredited by the U.S. Chamber of Commerce.

The President & CEO reports to the Executive Committee and Board of Directors of the Chamber and leads the professional staff of the Chamber, which generally numbers between twelve and fifteen. The President & CEO is responsible for carrying out the strategic business plan established annually by the Board of Directors, for fundraising and sound fiscal management, for liaison with elected officials and professional staff at the City of Irvine and in other local government agencies, for liaison with other community and non-profit organizations, for maintaining and growing Chamber membership, and for overseeing the Chamber's tourism and economic development activities.

Minimum of bachelor's degree required. At least five years of senior-level management experience is required and prior experience with chambers of commerce or community non-profit organizations is preferred. Residence in or relocation to Orange County, California is required. Salary is negotiable; anticipated range: \$175,000-\$200,000.

The Chamber has appointed an eight-member Search Committee to review applications, interview qualified applicants, and select a candidate to recommend to the Board of Directors as the next President & Chief Executive Officer of the Chamber.

The following application form must be completed and submitted by every interested applicant. You may submit a resume and/or other materials with your application if you wish, but you must still complete the application form in order for your application to be considered by the Search Committee. If you need more space to answer any question, please use additional sheets of paper. The application form is a fillable pdf document. You may complete it electronically or by hand, but if you complete it electronically you must still sign and date it by hand on the last page. To submit it electronically, e-mail it to:

CEOSearchCommittee@irvinechamber.com

To submit it by U.S. mail or overnight delivery (no faxes, please), send it to:

Albert Napoli, Chair
President & CEO Search Committee
Greater Irvine Chamber of Commerce
36 Executive Park, Suite 100
Irvine, California 92614

The deadline for receipt of completed applications is 5 p.m., February 28, 2017.

Thank you.

The Greater Irvine Chamber of Commerce
President & CEO Search Committee

APPLICATION FORM AND QUESTIONNAIRE

Equal Employment Opportunity Policy: The Greater Irvine Chamber of Commerce is committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, veteran status, marital status, pregnancy, age, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws.

1. BACKGROUND

Name: _____

Have you ever used any other names? YES _____ NO _____

If YES, list all other names used: _____

Current Home Address: _____

Telephone (Home): _____

Telephone (Business): _____

Telephone (Cell): _____

E-Mail Address: _____

Social Security Number: _____

Have you ever pled guilty or "no contest" to, or been convicted of, any misdemeanor or felony?

YES _____ NO _____

If YES, give the date(s) of each plea or conviction, the court, and the offense involved:

NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, juvenile court adjudications, or misdemeanor marijuana-related offenses that occurred over two years ago in answering this question.

If you are offered this position and you do not already reside in Orange County, California, are you willing to relocate your residence to Orange County?

YES _____ NO _____ NOT APPLICABLE _____

If NO, please explain: _____

1. BACKGROUND (continued)

What is your annual salary requirement (not including benefits)? _____

Do you have a valid driver's license? YES ____ NO ____

Have you ever had your driver's license revoked?

YES ____ NO ____ If YES, please explain: _____

Have you ever been denied automobile insurance on account of your driving record?

YES ____ NO ____ If YES, please explain: _____

Have you ever been sued for any acts or omissions in the performance of your job duties?

YES ____ NO ____ If YES, please explain: _____

Is there anything in your background that, if revealed in the media (including social media), would be embarrassing to you or to the Chamber should you be selected for this position?

YES ____ NO ____ If YES, please explain: _____

2. EDUCATION

Where did you graduate from high school?

Name: _____ Location: _____

List all colleges and universities you attended, with degree (including any honors) and year received, and major or course of study:

Have you received any specialized training or certifications in leadership or management of chambers of commerce or other non-profit organizations? If so, please list below.

3. PROFESSIONAL EXPERIENCE

List every position you have held, beginning with your current or most recent position.

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

3. PROFESSIONAL EXPERIENCE (continued)

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Employer: _____ Location: _____

Position(s) Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Supervisor's Name and Contact Info: _____

Have you ever been terminated or asked to resign from a job? YES ____ NO ____

If YES, please explain the circumstances of each instance:

3. PROFESSIONAL EXPERIENCE (continued)

Have you served in the military? YES ____ NO ____

If YES, please provide branch, dates of service, last rank held, and description of duties:

4. COMMUNITY LEADERSHIP EXPERIENCE

Please list all charitable, community service and non-profit organizations in which you have served in a leadership capacity as a volunteer.

Organization: _____ Location: _____

Position(s) Held: _____

Dates of Service: _____

Organization: _____ Location: _____

Position(s) Held: _____

Dates of Service: _____

Organization: _____ Location: _____

Position(s) Held: _____

Dates of Service: _____

Organization: _____ Location: _____

Position(s) Held: _____

Dates of Service: _____

Organization: _____ Location: _____

Position(s) Held: _____

Dates of Service: _____

5. QUESTIONNAIRE

Please answer each of the following questions as completely as possible. Use as much space as you feel you need.

(1) Answer either of the following, as appropriate:

- (A) If you have never worked for a chamber of commerce before, what is the reason for your interest in this position?
- (B) If you have previous chamber of commerce experience, what made you choose a career in chamber work?

5. QUESTIONNAIRE (continued)

(2) Describe one of the most significant professional challenges you have faced, and how you overcame it.

5. QUESTIONNAIRE (continued)

(3) Do you have prior experience, either as an employee or as a volunteer, in working for membership-based organizations? If so, what strategies did those organizations successfully utilize to attract new members and retain existing members?

5. QUESTIONNAIRE (continued)

(4) Do you have prior experience, either as an employee or as a volunteer, in working in government relations? If so, describe what strategies you utilized to maintain positive relationships with government officials.

5. QUESTIONNAIRE (continued)

(5) Do you have prior experience, either as an employee or as a volunteer, in working for organizations engaged in economic development and/or tourism? If so, what strategies did those organizations successfully utilize to attract new businesses and/or leisure travelers to the area?

5. QUESTIONNAIRE (continued)

(6) Do you have prior experience, either as an employee or as a volunteer, in fundraising or solicitation of sponsorships for non-profit organizations? If so, what strategies did those organizations successfully utilize to secure major funding sources for the organization?

5. QUESTIONNAIRE (continued)

(7) Many chambers of commerce today are struggling and their membership is declining because businesses often fail to find a sufficient return on their investment of time and money in a chamber membership. If you are selected for this position, what steps would you take to ensure that the Greater Irvine Chamber of Commerce remains a healthy, relevant and influential organization whose members find value in their chamber membership?

5. QUESTIONNAIRE (continued)

(8) The Greater Irvine Chamber is a U.S. Chamber of Commerce four-star accredited chamber and it has stringent financial protocols and oversight. What size budget do you manage (or have you managed) and how involved in the process are/were you? What systems do/did you have in place to ensure sound and credible financial processes?

6. APPLICANT'S STATEMENT AND AGREEMENT

I hereby certify that all the information that I have provided on this application and in any other documents submitted with this application, or in any interview for this position, is true, complete and accurate. I have withheld nothing that would, if disclosed, affect this application unfavorably.

I understand that the Greater Irvine Chamber of Commerce ("Chamber") or its agents may conduct a background investigation on me as part of the application process, which may include contact with my previous employers. I authorize those employers to disclose to the Chamber all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Chamber, and I release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I understand that if I am selected for this position, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

I further agree and acknowledge that the Chamber and I will utilize binding arbitration to resolve all disputes that may arise out of the employment context, including but not limited to my application for this position. Both the Chamber and I agree that any claim, dispute, and/or controversy that either I may have against the Chamber (or its directors, officers, employees, agents, and parties affiliated with its employee benefit and health plans) or the Chamber may have against me, arising from, related to, or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with the Chamber shall be submitted to and determined exclusively by binding arbitration in Orange County, California under the Federal Arbitration Act, in conformity with the procedures of the California Arbitration Act (Cal. Code Civ. Proc. sec 1280 et seq., including section 1283.05 and all of the Act's other mandatory and permissive rights to discovery). Included within the scope of this arbitration agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they be based on the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, as amended, or any other state or federal law or regulation), equitable law, or otherwise, with exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the California Workers' Compensation Act, Employment Development Department claims, or as otherwise required by state or federal law. Further, this Agreement shall not prevent either me or the Chamber from obtaining provisional remedies to the extent permitted by Code of Civil Procedure Section 1281.8 either before the commencement of or during the arbitration process. In addition to any other requirements imposed by law, the arbitrator selected shall be a retired California Superior Court Judge, or otherwise qualified individual to whom the parties mutually agree, and shall be subject to disqualification on the same grounds as would apply to a judge of such court. All rules of pleading (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment, judgment on the pleadings, and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged in accordance with Cal. Civil Code Section 47(b). As reasonably required to allow

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full use and benefit of this agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion.

I understand and agree to this binding arbitration provision, and both I and the Chamber give up our right to trial by jury of any claim I or the Chamber may have against each other.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND AND AGREE TO THE SAME.

Signature of Applicant

Date