



POMONA CHAMBER OF COMMERCE BOARD APPLICATION AND POSITION DESCRIPTION

Overview

The Pomona Chamber of Commerce Board of Directors governs the overall execution of the organization's mission. Principally, the Board sets long term priorities for programs. Additionally, the Board oversees the CEO, who is responsible for day-to-day management of Chamber programs. Overall, the members of the Board contribute the management and financial skills needed to ensure long term organizational stability.

The Board of Directors has up to 21 voting members. Terms are for ONE year.

Board Member responsibilities include attendance at monthly meetings, as well as teleconference meetings and active electronic conversations as part of Board committees. In some years the Board has held additional meetings.

Declaration of Candidacy

Board positions require a time and energy commitment that should not be underestimated. Candidates are urged to consider personal priorities for the next year as well as ways to contribute to the development of the organization.

- **Email the CEO (mmanzanares@pomonachamber.org) with questions or if you would like the contact information for the current Nominating Committee chair.**

To apply:

- Submit the Board Application (page 2 and 3 of this document) and you may also submit your résumé / CV by **June 14th, 2019** to: Monique Manzanares, mmanzanares@pomonachamber.org. PLEASE WRITE POMONA CHAMBER BOARD APPLICATION in the subject line.
- Copies of the one-page application will be distributed to those selecting members and will aid in understanding how you would like to contribute to the organization's work.

Considerations

As a Board Member —

1. I will interpret the organization's work and values to the community, and promote the organization.
2. I will attend monthly board meetings (held monthly at 8:00 a.m. on the last Tuesday of each month), committee meetings, and special events.
3. I will actively participate in one or more fundraising activities.
4. I will actively participate in one or more standing committees.
5. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
6. I will take seriously the major legal responsibilities of serving on a board, including and especially the fiduciary role.
7. I will stay informed and up to date about the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
8. I will work in good faith with staff and other board members as partners towards the achievement of our goals.

***Pomona Chamber of Commerce Bylaws are attached. Please review Article V on Board Conduct.**



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Application for Board Candidacy

Name	
Company	
Current Occupation	
Employer Contact Details	
Type of business	
<u>Address</u>	
Telephone	
Cell Phone	
E-mail	

We want to understand your views on current operations and how your potential contributions might fit with the organization's vision. Please answer the following questions. Please submit this application for consideration to Monique Manzanares, mmanzanares@pomonachamber.org. You may also send your résumé or CV.

1. Please **briefly** describe your professional background, and other relevant experience.

2. Why do you seek a position on the Pomona Chamber of Commerce Board of Directors?

3. Please briefly outline the specific skills you bring, or contributions you hope to make, to the Board.

4. Skills, experience and interests (Please circle all that apply)

- | | |
|----------------------------|----------------------------------|
| Finance, accounting | Public relations, communications |
| Personnel, human resources | Education, instruction |
| Administration, management | Program evaluation |
| Special events | Fundraising |
| Nonprofit experience | Community service |
| Outreach, advocacy | |
| Other _____ | |

5. **Please list other boards and committees that you serve on, or have served on** (business, civic, community, fraternal, political, professional, recreational, social).

Organization	Role/Title	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Please tell us anything else you would like to share.

Thank you very much for applying