

**The Greater Bethesda Chamber of Commerce, Inc.
2020-2021 Board Candidate Nomination Application**

Thank you for your interest in becoming a member of the Board of Directors. Serving on the Board is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills, time and resources required for this leadership position. You may find it helpful to read through the entire form before you begin filling it out. Please return the completed form (along with your cover letter and bio) to the Chamber office by close of business, Friday, March 27, 2020.

The form will be kept confidential. These nomination forms are used by the Chamber's Nominating Committee to identify and evaluate potential Board candidates. All Board Members are elected by a simple majority of members through a ballot that will be emailed to all primary representatives of Chamber member companies in April 2020.

RETURN BY FRIDAY, MARCH 27, 2020 WITH COVER LETTER AND BIO TO:

SCAN & EMAIL: staff@greaterbethesdachamber.org or

MAIL or HAND DELIVER: Board Nominations, Greater Bethesda Chamber, 7910 Woodmont Ave., Ste. 1204, Bethesda, MD 20814

Board Nominee Information

Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____ FAX: _____

Email Address: _____

Chamber Member Since (nominees must be a member for at least one year) _____

Have you served on any committees? _____ If yes, which committees? _____

Board Responsibilities

You, as a **member of the Board of Directors** of The Greater Bethesda Chamber of Commerce, in accepting this role, are committed to the following responsibilities. **Please initial in space provided at the beginning of each section, indicating that you have read and understand each item:**

_____ GOVERNANCE

- 1) Preparing for and conscientiously participating in Board and committee meetings:
 - a) Attendance is required at 8 out of 11 (minimum) Board meetings;
 - b) Attendance is expected at half-day Chamber Board Retreat in September;
 - c) Active participation in at least one committee or task force per year; and
 - d) Attendance at least one event per month.

- 2) Being familiar with the Chamber's programs, policies and operations, overseeing their implementation, and establishing policies for the effective management of the Chamber.

- 3) Avoiding even the appearance of a conflict of interest that might embarrass or put at risk the Board or the Chamber and disclosing any possible conflicts to the Board in a timely fashion.
 - a) During Board term, Board members will not serve in a leadership position with any other chamber of commerce representing any part of Montgomery County, unless an exemption is made with the approval of the Executive Committee;
 - b) Board members will advise the Chamber President of Board membership in other chambers of commerce.

- 4) Maintaining the confidentiality of all Board of Directors and Executive Committee meetings and materials.

- 5) Conducting yourself and your business in a professional and ethical manner that would never reflect negatively on the Board of Directors or the Chamber.

FINANCE AND FUNDRAISING

- 6) Adopting an annual budget, providing fiscal oversight and assisting in the fund raising to meet that budget;
- 7) Assisting in the fundraising efforts and meeting the annual budget of the Chamber. Each Board member is required to give a **minimum of \$3,000 per year** in sponsorship or like value trade of a service or product that is already needed by the Chamber (determined by the Chamber's leadership). NOTE: Annual membership dues are separate and distinct from this Board requirement.

ADVOCACY

- 8) Growing the membership of the Chamber. The minimum Board member requirements are:
- a) Recruit two (2) new members to the Chamber, and
 - b) Participate in membership campaigns and/or other outreach.
- 9) Supporting the majority decision on issues decided by the Board.

____ I accept these responsibilities as a member of the Board of Directors of The Greater Bethesda Chamber of Commerce and will enthusiastically support the Chamber through the activities listed above.

Print Your Name

Date

Your Signature

Board Nominee Questionnaire

Please answer the following questions (use more space if more room is needed):

1. Why do you want to serve on this Board?

2. Please indicate roles or leadership positions you have held while involved in The Greater Bethesda Chamber of Commerce and dates when you were active.

3. Please indicate other organizations' Boards of Directors on which you currently serve or have in the past, positions you have held and dates when you were active.

4. Given the responsibilities listed above, will you have the time to devote to Board of The Greater Bethesda Chamber of Commerce?

5. How do you feel you can help strengthen the Chamber?

6. Is there any special item or issue you would like the Chamber to address?

7. In what area(s) of the Chamber activities would you like to serve?

8. What do you feel are your strong points (e.g. organization, fundraising, public speaking, etc.)?

9. What do you hope to accomplish during Board service?

10. Is there anything else you would like to tell the Nominating Committee?

Board Nominee's signature: _____ Date: _____