



Board of Directors

Commitment & Responsibility

The Mulvane Chamber of Commerce depends on the guidance of the Board of Directors to fulfill the needs of members. Volunteers are needed to fill aboard positions coming open in January 2023.

The Chamber Board will review all applications submitted for consideration using the criteria as outlined in the Policies and Procedures manual and Chamber bylaws. The Chamber Board will strive to select candidates that are from various types of businesses and professions to create a balanced representation of the membership.

The Board will be presented with a slate of candidates based on the number of available seats. The number of open seats will be determined by the number of current board members who wish to be considered for a second term. The Board of Directors will vote on the slate of candidates at the November board meeting. The new Board members will attend a Board orientation in December and their first Board meeting will be the first Thursday in January.

Board member commitment and responsibilities are outlined below. After reviewing the criteria, please feel free to contact the Chamber President or Chamber Director if you have any questions.

The Chamber of Commerce is a prestigious organization to lead and we are pleased you are interested in being a part of it!



Authority of the board of directors

Each member of the Mulvane Chamber of Commerce board, together with other members of the board, is legally and morally responsible for all activities of the Mulvane Chamber of Commerce. All members of the board share in a joint and collective authority that exists and can only be exercised when the group is in session.

Board member commitment

Serving as a board member of the Mulvane Chamber of Commerce involves a very special commitment.

To meet that commitment, board members are expected to:

- Ensure adherence to the Chamber's mission.
- Attend and actively participate in all of the board's meetings, and notify the Director, President or board chairperson of anticipated absence.
- When absent from a meeting, review the minutes and results of the missed meeting.
- Do their homework to be prepared to participate fully in board and committee meetings.
- Serve actively on at least one committee.
- Act only with the full board, not individually unless authorized to do so by the full board.
- Speak for the full board only when the full board sanctions their doing so.

Board member responsibilities

Board members are responsible for determining Mulvane Chamber of Commerce policy in human resources, planning, finance, community relations, and organizational operations.

Human Resources - Board members have three key responsibilities in this area:

- Board membership, which includes recruiting new board members, recognizing and nurturing existing board members, and providing existing board members with opportunities to grow and develop as leaders;
- President oversight, which includes hiring, termination, disciplining, and ongoing evaluation of the Director;
- Personnel policies, which include policies relating to the Director, and ensuring that the President has complete and up-to-date policies in place for the management of staff.

Planning - Board members have three key responsibilities in this area:

- Establishing and reviewing the Mulvane Chamber of Commerce mission/philosophy/goals;
- Planning which services/programs the Mulvane Chamber of Commerce provides; and
- Evaluating Mulvane Chamber of Commerce services/programs and operations on a regular basis.



Finance - Board members have four key responsibilities in this area:

- Ensuring financial accountability of the Mulvane Chamber of Commerce;
- Overseeing an ongoing process of budget development, approval, and review;
- Raising funds and/or ensuring that adequate funds are available to support Mulvane Chamber of Commerce's policies and programs; and
- Overseeing properties or investments of the Mulvane Chamber of Commerce.

Community Relations - Board members have three key responsibilities in this area.

- Ensuring that the Mulvane Chamber of Commerce's programs and services appropriately address the needs of those we serve;
- Advocating for Mulvane Chamber of Commerce services/programs, which includes an awareness that board members are always emissaries of the Mulvane Chamber of Commerce in the community; and
- Cooperative action, which includes determining occasions when the Mulvane Chamber of Commerce could/should take part in coalitions, joint operations, etc.

Organizational Operations - Board members have four key responsibilities in this area:

- Ensuring that the Mulvane Chamber of Commerce's management systems are adequate and appropriate
- Ensuring that organizational and legal structure is adequate and appropriate;
- Ensuring that the Mulvane Chamber of Commerce and its board members meet all applicable legal requirements.

Performance expectations for board members

In performing duties as a member of the Mulvane Chamber of Commerce board, every board member is expected to:

- Demonstrate a strong belief and commitment to the Mulvane Chamber of Commerce's mission.
- Devote the necessary time to prepare for and participate in board and committee meetings.
- Exhibit high ethical standards and integrity in all board actions.
- Be an enthusiastic advocate for the Mulvane Chamber of Commerce.
- Take responsibility and accountability for the Mulvane Chamber of Commerce and all decisions made by the board.
- Spend the time necessary to learn how to do the job and maintain an ongoing schedule of in-service to learn how to do the job better.
- Demonstrate a willingness to work as a team member with other board members and the President.



Application for Nomination to the Mulvane Chamber of Commerce Board of Directors

Application Deadline: November 1st, 2022

(Self-nominations are encouraged)

Candidate Orientation: An orientation will be held at the Mulvane Chamber of Commerce Office. Your attendance at this one-hour board candidate orientation informational meeting is strongly encouraged for understanding your future commitment.

Director Commitment: 2-3 hours per month plus occasional Board retreats. Also, encouraged to engage in and attend various chamber events.

Director Requirements: Business has been a member of the Mulvane Chamber of Commerce for a minimum of one year prior to application.

The term will begin: Elected board members will begin duties on January 1st, 2023.
(Unless chosen to fill a seat that has become vacant prior to the end of a term.)

Applicant's Name: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Cell: _____

Email: _____



1. Please list your skills and/or education that you feel would contribute to the Board of Directors.

2. On what other Boards and Executive Committees have you served?

3. What Mulvane organizations or community activities have you been involved with and briefly describe your contribution to those organizations.

4. Why are you applying as a candidate to the Mulvane Chamber of Commerce Board of Directors?

5. List and briefly describe the major opportunities and/or challenges you see facing the Mulvane area business community?



6. If chosen as a candidate, would your employer sign off on your time commitment to the Chamber?

7. Are you able to communicate via email on a regular basis during normal business hours?

The following questions will help the nominating committee select candidates that are from various types of businesses, professions, and locations to create a balanced representation of the membership.

What is your title or job description?

What type of business are you in (example: bank, insurance, retail, restaurant, etc.)?

The number of employees in your business?



Please check your areas of expertise:

Administration/management

Entrepreneurship

Financial management

Accounting

Banking & Trusts

Investments

Fund-raising

Government

Law

Technology

Human Resources

Marketing/Public relations

Other

Please remit to the Mulvane Chamber of Commerce, 104 Prather, Mulvane, KS 67110 by Wednesday, November 2nd, 2022, or E-mail application to: mulvanechamberdirector@gmail.com

Thank you for your interest in the Mulvane Chamber of Commerce,

Signed: _____