



## BOARD POSITION INFORMATION

**MISSION STATEMENT:** The Hot Springs Village Area Chamber of Commerce is a volunteer advocacy group of local businesses, civic/service organizations and associate members joining together to promote the best interest of our local businesses and community.

**TIME COMMITMENT:** This is a "working" board. Each board member is expected to fully participate in the functions, programs, and projects of the chamber. Due to the small staff size (2), it is necessary for each board member to chair, co-chair or be a liaison to at least one committee/task force. The committees are responsible for many of the critical functions of the chamber. It is estimated that each board member will devote 40 - 60 hours of work each year to their chamber role.

**BOARD COMPOSITION:** 12 elected voting members and 2 standing voting members. Of those members, the following officers are selected: Chair (1-year term), Vice Chair (1 year term), Treasurer (1 year term), and Secretary (1 year term). Three directors shall be elected for a three-year term each year.

The two standing members are the HSV POA General Manager/Assistant General Manager and the HSV Board of Realtors past president or a designated representative.

The Past Year's Chairperson (Ex-officio) and an Attorney of Counsel (Honorary) are non-voting members sitting on the board.

All newly elected board members will be seated at the regular December meeting and will serve as non-voting members until January 1, at which time they will become full voting members of the board. Retiring directors will continue to serve as voting members until January 1.

The nominating committee will review all board member applications to determine the most appropriate candidates for the ballot. They must consider the categories of membership and geographical areas that require representation. Additionally, they must consider the value that the potential candidates can bring to the board of directors, and to the membership, based on the applicant's background, involvement, and the level of commitment.

**TERM:** 3 years or the remainder of an unexpired term.

**MEETINGS:** The Board meets the fourth Monday of every month except when in conflict with a holiday, at which time the meeting is held earlier in the month. A mandatory all-day work session is held in early January. Other than the January work session, meetings are held in the chamber's conference room, 11:30 a.m. to 1:00 p.m. Lunch is provided.

**ATTENDANCE:** Attendance at all board meetings, "Partner Up" membership lunches, and chamber events is strongly encouraged. A maximum of 3 board meetings can be missed

**FINANCIAL COMMITMENT:** Board members are encouraged to support chamber functions whenever possible. The 2016 projected fees for known events are as follows:

Partner Up monthly lunch	\$12 per member/month
Annual Awards Dinner	\$50 per ticket/year
Wine and Roses	\$40-\$50 per ticket/year

### HOT SPRINGS VILLAGE AREA CHAMBER OF COMMERCE

# BOARD POSITION QUESTIONNAIRE



I have read the board position information, and accept the terms. Please consider my name as a possible nominee to be placed on the ballot for a **term** to begin January 1, 2016.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home address: \_\_\_\_\_

Wk phone \_\_\_\_\_ Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Position: \_\_\_\_\_

Length of time in business: \_\_\_\_\_

## **Community Involvement:**

Current or previous boards served on \_\_\_\_\_

Associations of which you are a member: \_\_\_\_\_

## **HSVA Chamber of Commerce Involvement:**

How long have you been an HSVA Chamber member? \_\_\_\_\_

In what chamber activities do you participate? \_\_\_\_\_

What talents can you contribute to the chamber and its board?

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*(Attach additional sheets as necessary)*



# Board of Directors Questionnaire

## 2016-2018

Thank you for your interest in serving as a member of the Board of Directors of the Hot Springs Village Area Chamber of Commerce. Serving on the board is a rewarding experience and an opportunity for professional growth. Please return the completed application to:

**Hot Springs Village Area Chamber of Commerce**  
121 Cordoba Center Drive, Suite 300  
Hot Springs Village, AR 71909

Fax 501-984-9961 | email: [michael@hotspringsvillagechamber.com](mailto:michael@hotspringsvillagechamber.com)

### **Application deadline is July 31, 2015**

#### **Member of the Board Job Description**

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1. Serves a minimum of 1 three-year term on the Board.
2. Abides by the Code of Ethics and is accountable to the Chamber Board of Directors.
3. Attends board meetings regularly. The Board of Directors meets the 4<sup>th</sup> Monday of every month at 11:30 a.m. in the Chamber's conference room.
4. Participates in furthering the Chamber's mission.
5. Makes decisions in the best interest of the Chamber membership as a whole.
6. Builds a collegial working relationship with other board members that contribute to consensus.
7. Participates in membership recruitment and promotion of existing members.
8. Stays informed about Chamber matters.
9. Participates in the Board's annual evaluation and planning efforts (including the Board work session)
10. Participates in fundraising for the Chamber of Commerce.



# Board of Directors Application

Candidate Information | 2016-2018

Name \_\_\_\_\_

Employer \_\_\_\_\_ Position/Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Number of years with present employer \_\_\_\_\_

Educational Background \_\_\_\_\_

Work History \_\_\_\_\_

Chamber Participation \_\_\_\_\_

Community Activities \_\_\_\_\_

Other Civic Participation, Memberships, Achievements, etc. \_\_\_\_\_

Family Information \_\_\_\_\_

What do you believe are the two most significant issues facing the Hot Springs Village area? \_\_\_\_\_

Do you and your employer (if applicable) understand that committing to the Chamber board requires you spend approximately 100 hours annually attending board meetings, events, committee meetings, Partner Up meetings, etc.?

I understand that I and/or my employer must be a member of The Hot Springs Village Area Chamber of Commerce and there is a requirement of participation outlined in the bylaws.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**HOT SPRINGS VILLAGE AREA CHAMBER OF COMMERCE**

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