



Qualifications for Board Members of the Bozeman Area Chamber of Commerce

The Bozeman Area Chamber of Commerce adds members to its board of directors annually. Each year there are 3 terms open for 3-year terms. The board may also appoint, at the recommendation of the Board Chair, up to 3 individuals for 1-year terms. A board member may not be elected to consecutive 3-year terms, but other combinations are permitted.

Chamber Board members should primarily be principle owners, partners, or top executive personnel within their organizations. Board members will be chosen from individuals within the organization who have exhibited a desire to serve, coupled with a past history of successful committee activity. They should be highly motivated individuals and community leaders committed to the furtherance of Chamber objectives.

Criteria generally are a balance of gender, industry types and geographic and socio-graphic categories.

No later than the first regular September Board meeting, the Board Chair shall appoint, subject to approval by the Board of Directors, a Nominating Committee of five (5) members of the Chamber. The Board Chair shall designate the chair-elect as chair of the committee. The Chamber General Membership shall be notified of the Nominating Committee's formation and encouraged to suggest Board candidates for nomination to the nominating Committee. Such suggestions for candidates shall be communicated to the Chamber office which shall make them available to the nominating Committee.

No later than the first regular October Board meeting, the Nominating Committee shall present a single slate of candidates for nomination to the Board of Directors. This single slate of candidates will be running for three (3) year terms, replacing directors whose three (3) year terms are expiring as of December 31. Each candidate must be an active member in good standing and must have agreed to accept the responsibility of a directorship. No Board member may serve consecutive three-year terms. The final slate of Board candidates shall be ratified and set by the Board of Directors no later than the first regular November Board meeting.

Upon Board approval of the report of the nominating Committee, the President/CEO shall immediately notify the membership by mail, of the names of persons nominated as candidates for directors, and the right of petition. The Nominating Committee will accept petitions for additional nominations for 10 days after notification. A petition signed by twenty-five members in good standing must be submitted for each nominee to the chair of the Nominating Committee. If additional nominee petitions are received, ballots will be mailed to

all members in good standing. If no additional nominees are submitted, action will be taken on the recommended slate of nominees at the next regularly scheduled meeting of the Board of Directors.

Board meetings are generally held on the 3rd Wednesday of each month at 7:00 a.m. The Board retreat is generally held on a Thursday/Friday in early November. A member of the Board of Directors who shall be absent from three (3) consecutive regular meetings of the Board of Directors shall automatically be dropped from membership on the Board, unless confined by illness or absence approved by the Board.

RELATIONSHIPS

To Chamber Policy

Your status is that of an individual acting in a governance capacity. You have the right to exert your influence with the Board for approval of actions and policies, but your authority does not go beyond your vote. You have no authority as an individual to commit the Chamber to any action or policy.

To the Public

You are an official representative of the membership. You are also an unofficial representative of the entire community. You should defend the Chamber against criticism and take steps to remedy conditions that cause justified criticism.

To the Staff

Your responsibility for the Chamber staff is limited to that of advisor. The chief paid executive, the president, is responsible for hiring, firing, and management functions of all staff members.

To Committee & Task Forces

You have a responsibility to keep informed about the activities of all committees and task forces because you may eventually be asked to study and act on their recommendations. You also have a responsibility to see that all committees and task forces operate within established structure and guidelines.

To the Board

You are a co-partner in the important work of the Board to improve the economic and civic life of the community through the Chamber. You have assumed a position of public trust. You should disassociate your personal interests from Chamber activities.

To the Program of Work

You must understand the relationship between the Board and the Chamber's plan of action in order to reach established objectives. Remember, a chamber's plan charts a future course of

action, furnishes measurements for performance and serves as a challenge to members and citizens to meet their responsibilities to the community through the Chamber.

To the Budget

Financial support of the Chamber comes from fundraising projects and annual investments made voluntarily by the businesses and individuals. The Chamber operates on a budget approved by the Board. It is the responsibility of Chamber management to get maximum results from available funds and to operate within the approved budget.

Characteristics of a valuable board member:

- Attend and participate in board meetings
- Attend and support events and programs of the organization
- Advocate membership among non-members

Adopted by the Bozeman Area Chamber of Commerce Board of Directors

Date: August 22, 2007