



# Bastrop Chamber of Commerce Board of Directors Application

## Mission Statement

'The mission of the Bastrop Chamber of Commerce is to improve the economy of Bastrop and thereby, the quality of life for all its citizens through economic, community, and leadership development.'

## Term of Office

All elected Director's term of office will begin January 1st unless they are filling the unexpired term of a former board member. ***Elected Directors will serve a term of three-years.***

## Monthly Board Meeting

Board meetings are held on the 3rd Wednesday of each month.

## 10 Responsibilities of a Board Member

### **1. Determine the Organization's Mission and Purpose**

A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.

### **2. Select the Chief Executive**

Boards must reach consensus on the chief executive's job description and undertake a careful search process to find the most qualified individual for the position.

### **3. Support the Chief Executive and Assess Performance**

The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals for the organization. The chief executive, in partnership with the entire board, should decide upon a periodic evaluation of the chief executive's performance. CEO is responsible unless the actions of the board prevent the CEO from performing his or her job.

### **4. Ensure Effective Organizational Planning**

As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

### **5. Ensure Adequate Resources**

One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the chief executive and development staff, if any, to raise funds from the community.

### **6. Manage Resources Effectively**

The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.

### **7. Determine, Monitor and Strengthen Programs and Services**

The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.

### **8. Enhance the Organizations' Public Image**

An organization's primary link to the community, including constituents, the public and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.

### **9. Ensure Legal and Ethical Integrity and Maintain Accountability**

The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the chief executive of hiring and managing employees will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the organization's bylaws and articles of incorporation.

### **10. Recruit and orient New Board Members: Assess Board Performance**

All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievement and reach consensus on which area need to be improved.

# Bastrop Chamber of Commerce Board of Directors Application

Name (last, first, middle)

Preferred name

Name of Company/Organization

Industry Category

Business Address

Mailing Address

Title of Position held

# of years with company/organization

Cell phone

Business phone

Email address

Preferred means of communication:  Text  Email  Phone

Preferred mailing address:  Home  Business

If married, spouse's name: \_\_\_\_\_

Describe your primary occupation and duties:

Provide information about your education, all levels:

Do you currently serve on any committees within the Bastrop Chamber of Commerce? Please check any below:

Ambassadors

Communications

Education

Governmental Affairs

Hospitality

Membership

Resources

Other: \_\_\_\_\_

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Describe your volunteer, civic, and community activities during the past 5 years:

Please highlight your experiences and accomplishments that you feel have equipped you to serve on this Board.

Why are you interested in serving on the Board of Directors for the Bastrop Chamber of Commerce?

In your opinion, what are two issues facing our business community that need to be addressed by the Bastrop Chamber of Commerce?

***By submitting this application, I understand that if selected to serve on the Board of Directors, that there is a mandatory attendance policy to remain in good standing on the board. I must support the mission statement and purpose of the chamber, support the chief executive officer and help assess their job performance, ensure adequate resources for the chamber to run effectively, help determine, monitor and strengthen programs and services, enhance the organization's public image, ensure legal and ethical integrity and maintain accountability, and recruit and orient future board members.***

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Signature

Date

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Print Name

***Application Deadline is September 1st of the current year to be considered for terms beginning on January 1st of upcoming year.***

Send to: Bastrop Chamber of Commerce  
927 Main Street  
Bastrop, TX 78602  
phone: (512) 303-0558 / email: info@bastropchamber.com

If not chosen for the next term on the Bastrop Chamber of Commerce Board of Directors, may we keep your application for consideration for a future board?

Yes

No

*All questions on this application are meant to insure diversity on our Board of Directors.*