

**East Parker County
Chamber of Commerce
Policy & Committee
Guidelines**

September 22, 2010

East Parker County Chamber of Commerce Policy & Committee Guidelines

POLICY

(Please note that this document can be changed at anytime with approval from the Board of Directors)

MEMBERSHIP

- **Same owner – different name and location will be full membership cost (i.e. Jerry’s**
 - **Chevrolet and Durant Toyota)**
 - **Same owner - same name, different location – 2nd half price (First Financial Bank Aledo and Willow Park)**
- **Church and school – separate memberships**
- **Membership dues shall be paid annually.**
- **Membership directories may be made available to members and anyone living in or interested in moving to the area.**
- **An Associate member may use the business name if the business is also a member.**

SPEAKERS AT LUNCHEON MEETINGS

- **Programs at monthly meetings should promote business with no solicitation of funds for charities or promotion of a business entity.**

ANNOUNCEMENTS AT MEETINGS

- **Arrangements for being added to the agenda should be made by Friday, prior to the Wednesday luncheon meeting, by calling the President.**
- **Announcements should not include solicitation of donations.**
- **Opportunities to advertise or contribute may be placed on a designated table at meetings by current chamber members only.**
- **Political candidates that are current chamber members may display or distribute campaign Information.**
- **Only Chamber events can be announced from the podium. Chamber members that wish to make an announcement about their business event can purchase a member spotlight table and/or email the Chamber office to email the information to the membership.**

POLITICAL

The Chamber will not support individual candidates or a political party but a candidate may display fliers etc. in the Chamber office or at meetings if a current Chamber member. Members running for political office are not eligible to purchase a member spotlight table.

CHARITABLE

Charitable causes that promote the Chamber may be supported at the discretion of the Board. The Chamber as a non-profit organization may not represent itself as charitable for tax purposes (Internal Revenue Code Section 501(c) (6)).

CIVIC

The Chamber may support causes deemed to be for the good of the community such as road issues, if it appears the membership is in agreement.

STAFF

The Chamber staff opens all mail addressed to the Chamber and handles or forwards to the appropriate person.

ALCOHOL

The Board of Directors shall make any decisions concerning the provision of alcohol at Chamber events.

This will include the questions of if it will be served, what it will include and in what manner it will be offered. In addition, any publicity or invitation which will cover the fact that alcohol will be served must have Board approval.

AMBASSADOR CLUB GUIDELINES

MISSION STATEMENT

“The mission of the Ambassador Club is to serve as goodwill representatives for the East Parker County Chamber of Commerce by welcoming new members at ribbon cuttings, grand openings and other Chamber events. The Ambassador Club will assist the Chamber in providing value for our existing members, and encouraging other businesses to join the Chamber.”

With that in mind, it is important that our Ambassadors know the Mission & Vision of the East Parker County Chamber of Commerce.

East Parker County Chamber of Commerce

Our Mission: The mission of the East Parker County Chamber of Commerce is to promote commerce, community and economic vitality of East Parker County.

Our Vision: The East Parker County Chamber of Commerce exists to promote a healthy business climate and to encourage preservation of cultural identity through positive relations among business, government, residents and visitors of East Parker County.

2010 PRIMARY GOAL FOR AMBASSADOR TEAM:

INCREASE NUMBER OF MEMBERS IN GROUP WHILE MAINTAINING HIGH ATTENDANCE OF AMBASSADORS AT RIBBON CUTTINGS, BUSINESS BEFORE AND AFTER HOURS EVENTS AND OTHER CHAMBER EVENTS.

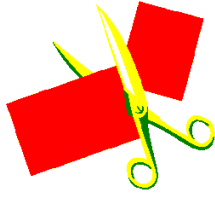
AMBASSADOR CLUB GENERAL INFORMATION

- Applications for Ambassador Club membership are accepted throughout the year.
- The Ambassador Club is limited to **30 members** who are dedicated to representing and assisting the Chamber as needed. Applications are reviewed and appointed by the Ambassador Chair as openings become available or when the need to expand the Club arises.
- An Ambassador must be a member or be employed by a member in good standing of the East Parker County Chamber of Commerce. An Ambassador should, if applicable, have the formal endorsement and support of his/her employer or supervisor. (Good standing means that Chamber membership is current.)
- Ambassadors meet **quarterly** at 12:00p.m. at a local facility. **Attendance is expected.**
- The Ambassador Club does not have an “official uniform”; however, professional business or casual business attire is expected. **No shorts and flip flops.**
- Ambassadors are expected to wear their Chamber name badge and Ambassador Ribbon at all Chamber functions. You are encouraged to wear your name badge as often as possible within the business community to identify yourself as a dedicated volunteer and proud Chamber member.
- Ambassadors serve as hosts/hostesses at all monthly Chamber events. Ambassadors are encouraged to bring other Chamber members and prospective members as their guests.
- The Ambassador Club will assume the responsibilities for the following:
 - Ribbon Cuttings, Ground Breakings, and Grand Opening ceremonies
 - Representing the Chamber to prospective members
 - Providing Value to current Chamber members – Retention
 - Event Hosting/Greeters as needed

AMBASSADOR CLUB REQUIREMENTS:

Attendance at 75% (cumulative) of the following events per quarter:

- **Ribbon Cuttings/Open Houses/Ground Breakings**
- **Business After Hours Events**
- **Quarterly Ambassador Club Meetings**



RIBBON CUTTING GUIDELINES

- Ambassadors are the premier representative group of the Chamber and will be well groomed, dressed in appropriate attire, and wear name badges when representing the East Parker County Chamber of Commerce.
- Ambassadors are encouraged to arrive five to ten minutes in advance of all ribbon cutting ceremonies and other Chamber events.
- Ambassadors will conduct themselves appropriately and be cognizant of the fact that the ribbon cutting is meant to emphasize the new or reopened business and not the Ambassador Club.
- Every effort will be made to schedule ribbon cuttings on Tuesdays & Thursdays at 11:00 a.m.

However, if necessary, the East Parker County Chamber of Commerce will accommodate the host member. If a ribbon cutting is requested on a weekend or evening after 5:00 p.m. Ambassadors will be requested, but not required, to attend, and additional points will be awarded to the Ambassador for attending.

AMBASSADOR CLUB CHAIR

The Chairperson provides leadership and acts as spokesperson at regular Ambassador quarterly meetings, Ribbon Cuttings and other designated functions.

A **Secretary** will be appointed by the Ambassador Group and take the minutes of the meeting. The minutes will be turned into the Chamber Secretary.

The Chairperson works closely with the Chamber President and Ambassadors to ensure quality events & active participation for our members.

QUESTIONS AND ANSWERS

- What is a volunteer?

Webster's Dictionary defines the word volunteer as:
"One who **offers himself for service**"

- What is the Ambassador Club?

The Ambassador Club is an elite group of Chamber Members who volunteer their time to carry out the activities necessary to welcome new members and encourage involvement in the Chamber. The Ambassador Club is limited to 30 members based on their level of participation.

- What is an Ambassador?

An Ambassador of good will is one who serves at the discretion of the Board to represent the East Parker County Chamber of Commerce.

- What does an Ambassador do?

An Ambassador acts as an official greeter to welcome new members participate in Ribbon Cuttings, Business Before and After Hours meetings, and other ceremonial functions, as well as assist with membership activities.

- Why is this function important?

When joining an organization, many people feel insecure about jumping into activities. It is the Ambassador's job to make them feel welcome, introduce them around, and act as a host for their first few events and activities. New or old, Ambassadors should meet and greet anyone they do not know at any function. Ambassadors should also, introduce new members to other Chamber members.

- *Is there Recognition?*

Yes! An award system has been developed on a point system for the purpose of identifying award winners throughout the year. The *Ambassador of the Quarter* is given to the Ambassador with the most points accumulated that quarter in recognition of their outstanding service to the Chamber. The *Ambassador of the Year* is awarded to one Ambassador who exemplifies the Ambassador Program for the Year. Ambassadors who win these awards are recognized in the e-newsletter, local newspaper, and on the Chamber website.

- Is there a cost?

Yes, the investment of your time and positive attitude! The Chamber will provide one badge for each Ambassador with an Ambassador Ribbon.

POINT AWARD SYSTEM

The following point system will be used to accumulate points toward *Ambassador of the Month* designation, and other Awards.

Ambassador of the Year will be awarded to the volunteer who accumulates the most points over a twelve-month period.

- **Ribbon Cuttings, Open Houses, Ground Breakings** 1 point each
- **Ambassador Name Badge** 1 point
- **Ambassador Ribbon** 1 point
- **Attendance at Business “Before Hours & After Hours”** 5 points
- **Saturday Events** 5 points
- **Quarterly Ambassador Club Meeting** 1 point

Ambassadors must attend at least 75% of the above events quarterly to maintain active status*

Ambassadors are routinely asked to volunteer for other efforts helping their Chamber or City. When representing the Chamber and Ambassador Club at events or programs other than listed above, the following points will be awarded:

- **New Member Referral** 10 points
- **Bring a Prospective Chamber member to an event** 5 points
**Note: Please have “Guest of ...” Written on their card!*
- **Recruit a qualified Ambassador** 5 points
- **Attendance** – Monthly Membership Events 5 points
Luncheons 5 points
- **Volunteering for other chamber events** 5 points
(i.e. Golf Tournament - Business Expo)
- **Contacting a new member** - By phone, in person, or hand written card 5 points
 - Completed member contact card must be turned in to receive points.
- **Bringing a new or current member to an event** 5 points
- **Attending other Chamber functions as needed** 5 points
- **Delivery of Membership & Area Guides (per business)** 5 points

No points will be given for serving on a Chamber committee.

Guest must be a qualified prospect, and may not be the same person repeatedly.

Ambassadors will need to make the reservation, and should have the name of the guest prior to the event.

Recognition & Awards

Our goal is to recognize the efforts of our Ambassadors, and reward them for their commitment and positive representation of the East Parker County Chamber of Commerce. Ambassadors will be recognized for their volunteerism in a variety of ways. They are:

1. **Ambassador of the Quarter** – Ambassador with the greatest number of points within a 3 month period.

Reward:

- [Certificate of Recognition](#)
- [Recognition in the Chamber e-newsletter](#)

2. **Ambassador of the Year** – Ambassador with the greatest number of points within a 12 month period.

If you agree to these terms, please sign and fax to the chamber office at (817) 441-1544. Thank you!

Name

Date

East Parker County Chamber of Commerce Policy & Committee Guidelines

Annual Awards Nomination Form-Criteria (All must be a Current Chamber Member to qualify)

- Business of the Year:** A business in the East Parker County Chamber which exemplifies professionalism, integrity and commitment to the community and its economy.
- Community Service Award:** An East Parker County Chamber member who has given unselfishly of their time and resources to better our community and the Chamber.
- Woman of the Year:** A woman who demonstrates support of the goals of professional women and provides unselfish assistance on their behalf; demonstrates excellence in business or her profession; provides valuable service to the profession and to the Parker County community; exhibits initiative and creativity enhancing the effectiveness of business or her profession and the improvement of the community.
- Man of the Year:** A man who demonstrates support of the goals of professional men and provides unselfish assistance on their behalf; demonstrates excellence in business or his profession; provides valuable service to his profession and to the Parker County community; exhibits initiative and creativity enhancing the effectiveness of business or his profession and the improvement of the community.

Please print the name of the person you would like to nominate for an award. Please note: you can nominate more than 1 person by filling out another form (only the top 4 finalist will be recognized in each category).

Name of nominee, business & phone: _____

Your signature & business name

Please fax to the Chamber no later than *December 15, {YEAR}* to 817.441.1544 or mail to East Parker County Chamber-100 Chuck Wagon Trail, Willow Park, 76087

Please note: It is the responsibility of the Awards committee to call the nominees for bios and to conduct a personal interview.

LEADS GROUP GUIDELINES

The mission of Chamber sponsored Leads Groups is to develop a network of relationships designed to build each other's business through quality referrals.

GENERAL GUIDELINES

Members of a Leads Group must be a member of the Chamber or be employed by members in good standing of the East Parker County Chamber. All membership applications must be submitted to the designated group leader. Upon receipt of an application, the group's leadership will verify the business' Chamber membership and will review the application for possible overlap of industry. Entry into all groups is subject to approval by the group's leadership.

Leads Groups meet at times and locations and at a frequency determined by the individual group. However, the location must be a member of the East Parker County Chamber. It is recommended that each group try to meet weekly to allow communication and the passing of leads/referrals to be maximized.

Membership in a Leads Group is limited to one industry group/classification per group, unless agreed upon by the group leadership. (i.e. SBA banker & Mortgage banker) A Chamber business may be represented in only one group at any one time.

ATTENDANCE

Regular attendance is vital to the success of both the individual and the group. Members are expected to attend 75% of their group's meetings during a three-month period.

In addition a member should not be absent for more than two (2) consecutive meetings without notification to the group leadership prior to the weekly meeting. If possible, notice should be given at the previous group meeting. Otherwise, notification by phone or email to the appropriate group leadership member is requested. Any member failing to meet minimum attendance expectations will have their membership with group reviewed by the leadership. In extenuating circumstances, a member may apply in advance for a leave of absence. Leads Group attendance should have the same consideration as any business appointment.

Group leadership should monitor the attendance of members of their group, encouraging attendance, and keeping the Chamber informed on a weekly basis of their group's current roster. If they see someone has missed two consecutive meetings or is nearing the total percentage of allowed absences, someone in their group's leadership should contact them to discover the reason for their absences and verify if they want to continue their membership or give up their industry seat within the group. Remember, if they send an alternate from their business, the absence is not counted against them. If a member leaves a group for any reason, make sure that information is communicated to the Chamber Coordinator.

It is crucial that quality prospective members be invited regularly to build a solid membership. Guests are always invited and encouraged to visit any group. Guests do not need to be Chamber members at the time of their visits, but they are allowed only two visits before they must decide if they want to join the group. **Chamber membership is required to be completed, paid for and processed before joining any group.**

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Annual Leads Group dues are included in a Chamber membership.

LEADERSHIP

Group Leaders and officers are a requirement for every group! At a minimum, group leaders should include a president/leader, vice president/vice leader and secretary. Other officers may be selected at the individual group's discretion.

Leader – The group's leader is responsible for running the weekly meeting, including making Chamber announcements, explaining the purpose of the group, encouraging leads/referrals being exchanged, making final decisions as to makeup of their group, assisting in encouraging visitors and new members, helping to maintain weekly member and visitor sheets, membership application forms, attendance and leads given records as necessary, and ensuring all required records and applications are submitted to the appropriate Chamber Coordinator.

Vice – Assist the Leader in all matters, including running the weekly meetings in the President's absence.

Secretary – Maintains attendance, leads given and received and dollars generated reports and reports same to Chamber Coordinator.

An Executive Board of officers is essential to have in place even if they are only used when there is a conflict. And there will be conflicts at some point in time.

IN CONCLUSION

Individual groups maintain the authority for the conduct and format at their meetings. Groups are encouraged to spotlight individual members at regular meetings who may not have been receiving very many leads, asking all members to bring in one lead for that member on a given week. Time should be provided during each meeting for members to express a "thank you" to other members for referrals received. Each member should be given a one minute opportunity at the beginning of each meeting to stand and introduce themselves, telling about their company and the products and/or services they provide and what a good lead for them would be. (Called the 'go-arounds')

One on one meetings between individual group members, outside of normal group meeting hours, should be encouraged to allow members to learn more about each other in their group, and the products and services they represent. In this way confidence in the individual and his/her company is accelerated, allowing the giving of leads/referrals to be maximized and helping each member better identify lead/referral opportunities within the marketplace.

_____ Date: _____

The above signed would like to join a leads group with the East Parker County Chamber

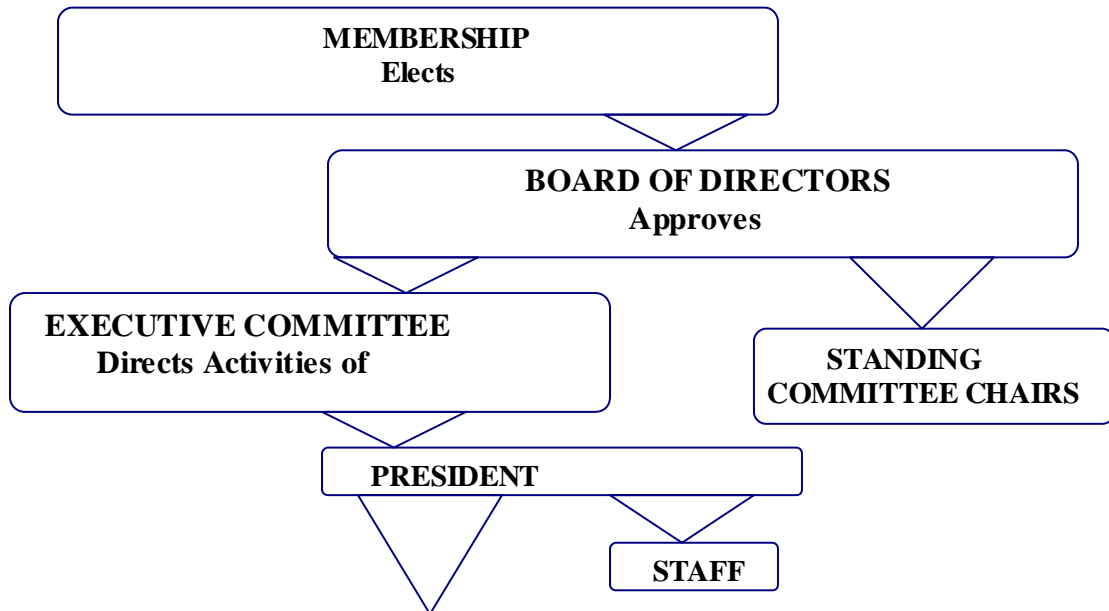
Choices (please check one and return to the leads group leader):

__ 1st & 3rd Thursday, 12-1 at Railhead Smokehouse in Willow Park

Leader: Linda Jackson, Budget Blinds (817) 341-2268

Cost for lunch varies

**EAST PARKER COUNTY CHAMBER OF COMMERCE
ORGANIZATIONAL STRUCTURE CHART
2010**



MEMBERSHIP DEVELOPMENT

Sub-Committees/Task Forces:

- *Programs *Luncheons *Ambassadors *Mixers *Banquet *Leads Groups
- *Tradeshows *Business Seminars

ECONOMIC DEVELOPMENT

Sub-Committees/Task Forces:

- *Transportation* Think Local *Legislative Request *Beautification *Tourism
- *Business Surveys

COMMUNITY DEVELOPMENT

Sub-Committees/Task Forces:

- *Education *Government *Leadership *Government Affairs

- ** A member of the Board of Directors serves as Chair of the three Standing Committees.
- ** The Chair and the members of the sub-committees or task forces consist of Chamber members but do not have to be members of the Board of Directors.
- ** Sub committees or task forces report to the Chair of the Standing Committees. The Chair gives report at the Board of Directors meetings.
- **The Chamber President and the Chairman of the Board are Ex-Officio members of all committee meetings.

Standing Committee Descriptions

Executive: Supervise and manage Chamber personnel, facilities, and equipment setting agendas for Board of Directors meetings.

Finance: Monitor all Chamber revenues and financial management establishing annual budgets and long-term revenue and debt projections.

Membership Development: Create, implement, and manage all that affects the value and quality of Chamber memberships of all classification levels.

Economic Development: Create, implement, and manage strategies toward positive economic development in the Chamber service area.

Community Development: Create, implement, and manage plans to enhance positive community social development along with positive relationships among business, government, and individuals in the Chamber service area.

OPERATING INSTRUCTIONS STANDING COMMITTEES

Standing committees are the general committees that perform most of the work of the Chamber. They are the Membership Development, Economic Development, and Community Development committees. Specific task subcommittees exist under each standing committee. A member of the Board of Directors chairs each standing committee. The remaining staffing of the committees, subcommittees included, is from the general membership which can include Board members. Standing committees designate the subcommittees, staff them, and oversee their operations. This does not pre-empt the Chamber President or the Board of Directors from having such powers, should the President or Board deem the exercise thereof necessary. The standing committee chair shall collect the reports from the active subcommittees, and give those reports to the Board of Directors at the monthly Board meetings. The standing committee chair shall also report to the Board, the creation or abolition of any subcommittees.

Thank you for serving as a member of one of the three standing committees of the East Parker County Chamber of Commerce. Your service to the Chamber and, in turn, to the East Parker County community is appreciated. Set out below are some general instructions of how your committee should operate.

- Familiarize yourself with the Mission and Vision of the Chamber. If you were not given a copy of those, please request it from the office staff.
- Familiarize yourself with the by-laws of the Chamber.
- Know the general purpose of the committee and the subcommittees of your standing committee.
- Know the composition of your committee and, if you are the chair, appoint Chamber members to your committee to the extent of not less than a total of 5 persons, including yourself.
- Prepare and maintain a roster of the committee and subcommittees, transmitting a copy of same to the Chamber Secretary.
- Allocate duties, commitments, and goals for each committee member.
- Ask questions when direction is needed.

OPERATING INSTRUCTIONS SUBCOMMITTEES

Subcommittees are the groups that perform the specific project work of the Chamber. Staffing of subcommittees is from the general membership which can include Board Members. Standing committees designate the subcommittees, staff them and oversee their operations. This does not pre-empt the Chamber President or the Board of Directors from having such powers, should the President or Board deem the exercise thereof necessary. Subcommittees shall have a chair appointed by the chair of the standing committee under which the subcommittee serves. The subcommittee chair shall be responsible for calling meetings as necessary to complete the task(s) of that subcommittee. Reports of activities and requests for any action by the Chamber Board of Directors should be made not less than monthly to the chair of the standing committee under which the subcommittee serves. The standing committee chair will collect the reports from the active subcommittees, and present those reports to the Board of Directors at the monthly Board meetings.

Thank you for serving as a member of a subcommittee of the East Parker County Chamber of Commerce. Your service to the Chamber and, in turn, to the East Parker County community is appreciated. Set out below are some general instructions of how your committee should operate.

- Familiarize yourself with the Mission and Vision of the Chamber. If you were not given a copy of those, please request it from the Chamber staff.
- Familiarize yourself with the by-laws of the Chamber.
- Know the standing committee under which the subcommittee serves.
- Know the purpose of the subcommittee and the task(s) that are to be completed by the subcommittee.
- Know the composition of your committee and if you are the chair, appoint Chamber members to your committee to the extent of not less than a total of 5 persons, including yourself.
- Prepare and maintain a roster of the committee and subcommittees, transmitting a copy of same to the Chamber President.
- Allocate duties, commitments, and goals for each committee member.
- Ask questions when direction is needed.

East Parker County Chamber of Commerce (EPCCC)

100 Chuck Wagon Trail

Willow Park, TX 76087

817-441-7844-phone

817-441-1544-fax

info@eastparkerchamber.com



www.eastparkerchamber.com

**GETTING TO KNOW YOUR CHAMBER
EVALUATION SURVEY**

{INSERT DATE HERE}

1. Did this meeting cover material you had questions about?
_____ Yes _____ No

2. What was most helpful? _____

3. Was the time choice convenient for you?
_____ Yes _____ No

4. What are your reasons for joining the Chamber? _____

5. Comments or anything that we may help you with? (Please include your contact information)

Name (optional) _____

Company (optional) _____

PLEASE FAX THIS SURVEY BACK TO THE CHAMBER OFFICE @ 817-441-7844

THANK YOU FOR YOUR TIME!

PROGRAM POLICIES AND PROCEDURES

Thank you very much for your interest in presenting a program to the East Parker County Chamber of Commerce.

A systematic process will enhance our program presentations, develop a balance and limit our chances of being perceived as biased to any individual or group. There are nine available slots annually and program submissions will be reviewed on a first come basis.

- Programs should be informative and interesting for the majority of members.
- Special interest programs should be discouraged.
- Political figures are limited to a need to know basis and not within 90 days of an election.
- Speaker should prepare for a 20 minute presentation (no longer).
- Any props needed, will be provided by speaker.
- Confirmation of speaker and program should be at least 60 days in advance.
- There will be a reserved seat for speaker and guest.
- Lunch will be provided for speaker and one non member guest, unless approved in advance.
- Speaker should arrive by 11:15 a.m.
- Speaker should be enthusiastic and engaging to maintain interest with the members.

Please follow these steps for arranging a program.

- Read policies and procedures.
- Submit program request form.
- Wait for Board approval before making a commitment to a prospective speaker.
- Inform program committee as to number of guests accompanying speaker.
- Survey the membership after each program to help improve quality of programs

East Parker County Chamber of Commerce (EPCCC)
100 Chuck Wagon Trail
Willow Park, Texas 76008
Phone: 817-441-7844
Fax: 817-441-1544
info@eastparkerchamber.com

PROGRAM REQUEST FORM

- Speakers Name _____
- Company _____
- Phone # _____ e-mail _____

4. Subject _____

- Is this subject of community interest?
Please explain _____

- Is this subject of economical interest?
Please explain _____

- Have you ever heard this presentation before?
If so where? _____

- Is this speaker a member of the EPCCC? _____

Please provide a short bio or introductory paragraph

PROGRAM SURVEY

Was the program today of interest to you and/or your business? YES NO

If no, please explain

Would you like to hear this program again in the future? YES NO

If no, please explain

What other topics would you like to hear at a Chamber luncheon?

Thank you for filling out this survey.

You may leave it on your table or take it to the registration table at the front of the room.

BUSINESS AFTER HOURS GUIDELINES

The Purpose of the business after hours is to engage the membership in building strong personal relationships with other business members of the East Parker County Chamber of Commerce.

The businesses selected to host the business after hours are chosen by their ability to provide the best environment for the membership to enjoy the after-hours event.

Criteria:

1. Must be a member in good standing.
2. Size of location should comfortably hold at least 50-75 people.
3. Must have A/C and heat unless approved by the Chamber President.
4. Should be held on a week day, preferably on a Thursday.

*It has been proven, that businesses that provide heavy hors d' oeuvres, beer and wine have been very successful with attendance.

The Business After Hours is a social event put on by a Chamber member. The Business After Hours event will be held at least four times annually at different locations.

MEMBER SPOTLIGHT TABLE GUIDELINES

1. Can only be reserved if a current Chamber member.
2. Member will have 5 minutes of microphone time.
3. Chamber will provide an 8' table at the front of the room for member to display promotional items.
4. Member must provide all electronic equipment such as projector (screen is provided).
5. Cost is \$100 and can be purchased no more than twice a year.
6. Reservations are made by contacting the Chamber office.

Selection of Board of Directors

The Board of Directors is the life of the organization and the catalyst for success. These individuals should be chosen with care. It is not acceptable to choose Directors based on friendship. The Chamber needs people that are passionate about the mission and driven to see it accomplished. A passionate, driven Board will keep the organization moving forward.

Fundraising is a large part of the Board's responsibility. Choose people that are enthusiastic fundraisers (and givers!). Such persons are not afraid to ask for donations and routinely make personal donations. Giving time is great and necessary, but without money the organization cannot thrive despite the best laid plans.

Avoid choosing overloaded, stressed people to serve. You've probably heard the old adage, "If you want something done, give it to a busy person." Perhaps they get things done, but how efficiently?

Be aware that some people like to serve on Boards to enhance their resumes or feed their egos. Board membership is a privilege and hard work. Self-serving members are the Achilles heel of any organization.

In summary, choose people that:

- are passionate about the mission
- have a fundraising/giving attitude
- are not overloaded with responsibilities
- are not self-serving
- are active in the Chamber and served on committees

The nominating committee will meet between July and September to nominate Directors to the ballot. The ballot will be presented to the Board of Directors at the September board meeting.

Board of Directors Expectation Letter

<Date>

Dear <name>,

The Board members and staff are excited that you have accepted the nomination for the 2010-2011 Board of Directors position. While being nominated is both an honor and privilege, there are 6 places to be filled and 8 nominees. Whatever the outcome, you are very important to both the membership and to this organization.

There are a few expectations and expenses for our Board members that I want to make sure you can commit to:

- ✚ Attend 12 board meetings (12:00 – 1:00)
 - Meets the 4th Wednesday of every month
- ✚ Attend 12 monthly luncheons (11:30 – 1:00)
 - Meets the 2nd Wednesday of every month
- ✚ Attend the all day Board Retreat (9:00 – 4:00)
 - January or February (tbd)
- ✚ Attend the Annual Awards Banquet (5:00 – 9:00)
 - Last Friday in February
- ✚ Be available to chair a Chamber event or committee

We understand from time to time you may have to miss a meeting for unforeseen circumstances but we do appreciate your commitment to this Chamber.

Your role as a Board member is to approve plans and goals tied to the organization's mission, support our fundraising events at some level, establish policies, encourage the President, staff and volunteer to help when asked.

Sincerely,

{NAME}

Nomination Chair

Please sign and return to the Chamber office at (817) 441-1544, Fax

East Parker County Chamber of Commerce Policy & Committee Guidelines

Networking Luncheon Sponsorship

Cost: \$200 each

- Limited to two businesses of different category types (ex. bank & auto dealer).
- Sponsorships are available to any dues paying member.
- Company logo will be printed on 5 x 6" shuffle cards with a short description of business on back of card. Business will provide a high resolution logo and a bio in 2 ½" x 3" both in jpg format.
- Networking luncheons are usually held in February and August each year.

Sample below:

