



**PROSPECTIVE MISSOULA AREA CHAMBER OF COMMERCE  
BOARD MEMBER QUESTIONNAIRE**

NAME		PHONE
FIRM		POSITION
Phone	Mobile phone	E-mail
Level of Management	<input type="checkbox"/> President/CEO <input type="checkbox"/> Owner <input type="checkbox"/> Mid-Management <input type="checkbox"/> Other:	
Skills (to offer):		
Hobbies/Passions (to offer):		

1. What do you believe to be the greatest strengths of a Chamber?
2. Why do you wish to serve on the Missoula Area Chamber of Commerce Board of Directors?
3. Please give a general explanation of your personal objective during your proposed three year term of office.
4. List the Chamber activities in which you have been involved as a participant or sponsor.
5. List other community involvement and the return you received on your investment of time.
6. Please list any specific suggestions regarding the Chamber which you feel would assist the overall efforts of the current organization.
7. What type of Organizational Culture do you thrive in?

Please include a copy of your professional resume and return it, along with this form to the The Missoula Chamber P. O. Box 7577; Missoula, MT 59807 or email it to [info@missoulachamber.com](mailto:info@missoulachamber.com).



**MISSOULA AREA CHAMBER OF COMMERCE  
BOARD OF DIRECTORS APPLICATION FORM**

I agree to allow my name to be submitted in consideration for possible nomination to the Missoula Area Chamber of Commerce Board of Directors.

If I am elected to the Board of Directors, I agree to do the following annually:

1. Attend all possible regular **monthly Board Meetings** held on the 3<sup>rd</sup> Wednesday of each month and special meetings as may be required. (1.5 hours per month) (See attendance requirements listed below)
2. **Review all Board materials** prior to the meeting and **communicate questions prior to the meeting** to allow staff and financial officers to be prepared to respond. Including: Minutes, financials, advocacy positions. (2 hours per month)
3. Attend the **Annual Planning Board Retreat** in June. (8 hours)
4. Attend the **Mid-Year Planning Retreat** in January. (4 – 6 hours)
5. Attend **Business After Hours (BAH)** (12 per year) - There is an expectation for Board members to attend a minimum of six BAH's annually.
6. **Support special events** by attending or sponsorship support.
7. Attend the **Annual Chamber of Commerce Banquet** in September.
8. **Advocacy:** Enter into full discussion and participation in policy decisions affecting the Chamber and business community
9. Maintain the **confidentiality** of all Board meetings.
10. Sign and honor any and all **Conflicts of Interest**
11. Accept the responsibility of **any assignments, payment of board fees and payment membership dues** during my term.
12. Offer suggestions that may improve Chamber programs and internal operations.
13. Avail myself for greater responsibilities in the program and structure of the Missoula Area Chamber of Commerce.
14. Attend the Board Orientation.
15. Approximate costs - \$200 board meeting annual fee, \$60 Mid-Year Retreat, \$300 Annual Planning Retreat

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

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

\*This form will be kept on file along with your resume and letter of interest for one year.

## **Section 2.1 Duties and Powers**

The Board of Directors shall be the governing body of the Missoula Area Chamber of Commerce and all its councils, committees, task forces, affiliated or subsidiary organizations, employees and properties, subject only to the limitations and exceptions provided for in the Articles of Incorporation or in the bylaws. Full control of the affairs of the Chamber of Commerce shall be vested in the Board of Directors who serve without any monetary compensation. In this capacity the Board of Directors shall have power to create such committees as it may, from time to time, deem advisable for the efficient operation of the corporation and dispense with any now existing, or hereafter created, other than the committees specifically set out in these Bylaws. If and when such committee is created, the directors may define the scope of the work of such committee at the time of their creation.

Individual directors shall be assigned liaison duties and responsibilities for working with assigned Chamber committees. These directors shall be responsible for reporting to the Chamber Chairperson of the Board, President-Chief Executive Officer (CEO) and Board of Directors all actions of the committee.

## **Section 2.4 Meeting and Penalties:**

The Board of Directors shall meet at least once each month, at a day and hour deemed to be most congenial to all concerned. Special meetings shall be called whenever required in order that the Board fulfill its legislative responsibility.

Any director who shall not have attended at least two-thirds of the regular and special meetings of the Board of Directors in the Chamber year, and any such director who is a member of the Executive Board who shall not have attended at least two-thirds of the aggregate of regular and special meetings of the Board of Directors and the Executive Board in such year, **shall automatically cease to become a director at the end of such year**. If the term for which he was elected shall not then expire, the Board of Directors shall fill the vacancy for the unexpired term.