

SCARBOROUGH



COMMUNITY CHAMBER OF COMMERCE

In Partnership with the Portland Regional Chamber of Commerce

The Scarborough Community Chamber of Commerce advocates for, promotes and develops local business and our community. We lead by education, networking, marketing and generating opportunities for active business members to succeed.

✓ **Application for Scarborough Community Chamber of Commerce Board Membership**

Scarborough Community Chamber of Commerce Board Membership Job Description

Adapted with permission from Camp Fire Boys and Girls Hitinowa Council Inc.

Position Title: Member, Board of Directors

Reports To: Scarborough Community Chamber of Commerce Membership

Position Summary:

To provide leadership to the Scarborough Community Chamber of Commerce by regular attendance at Board meetings and Membership activities; participation in policy deliberations; participation in raising funds and the discharging of fiduciary responsibilities; in accordance with the Chamber by-laws and policies.

Duties and Responsibilities:

- ✓ Be an advocate and support the mission of the Scarborough Community Chamber of Commerce in the community.
- ✓ Attend at least two-thirds of monthly Board meetings.
- ✓ Prepare for Board meetings by reading materials provided and complete all assigned tasks in a timely manner.
- ✓ Oversee the policies for the Chamber's programs.
- ✓ Participate on at least one committee and attend at least two-thirds of meetings.
- ✓ Review and approve program policies, procedures and reports.
- ✓ Maintain current knowledge in relevant business community issues.
- ✓ Participate in recruiting new members.
- ✓ Participate in fund-raising.
- ✓ Identify sources of support to the Chamber.

- ✓ Recognize the proper role of Board and Regional Chamber staff, and support the staff in carrying out their responsibilities.
- ✓ Keep all confidential information confidential.
- ✓ Act in the best interest of the organization and excuse self from discussions where there is a conflict of interest.
- ✓ Promote the Chamber and its programs to the community.
- ✓ Advise the Chief Executive Officer of the Portland Regional Chamber of Commerce on ways to meet the business community needs.

1. Name:
2. Home Address, contact information:
3. Business:
4. Business address, contact information:
5. Business title/responsibilities:
6. Who referred you to the Board:
7. Do you know any of the Board of Directors, if so who:
8. Why are you interested in joining the Scarborough Community Chamber of Commerce Board:
9. Have you reviewed and understand the duties and responsibilities:
10. Strengths/experience/expertise you can offer the Board:
11. List the issues/activities/committees you are most interested in working on are:
12. Lists any Chamber sponsored activities you have attended in the last 12 months: