



Member of the Board of Directors - Position Description

The Board of Directors is the legislative and policy-making body of the Chamber with members who represent a cross-section of the business and professional leadership within the community. This governing body shall adopt rules consistent with the bylaws for conducting the business of the Berlin, Maryland Chamber of Commerce.

The Board of the Chamber shall consist of a minimum of 9 total directors, with 5 of whom shall fill the following offices:

- ❖ President
- ❖ President-Elect
- ❖ Immediate Past-President
- ❖ Secretary
- ❖ Treasurer

In order to qualify to serve in a position on the Board of Directors you must not only be a member of the Berlin, Maryland Chamber of Commerce, in good standing, but also prepared to meet the following requirements:

- ❖ Serves (1) Three-Year Term on the Board
- ❖ Attends monthly Board of Directors meetings, held the 2nd Tuesday of every month at 5:30pm
- ❖ Makes a serious commitment to participate *actively* in Chamber committee work
- ❖ Volunteers for and is willing to accept assignments and complete them thoroughly, and on-time
- ❖ Stays informed about committee matters, prepares themselves well for meetings, and reviews & comments on Minutes and Reports
- ❖ Participates in the following areas:
 - Committees Annual Evaluation & Planning efforts
 - Membership Recruitment for the Organization
 - Fundraising for the Organization
- ❖ Accountable to the Chamber Board of Directors

If you feel that you can fulfill this obligation and are excited to join our team, please fill out the following application and questionnaire!

Candidate Application

Name: _____
Business Affiliate: _____
Business Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone: _____ Cell Phone: _____
Business Website: _____
Position/Title: _____
Email Address: _____

Is your company currently a member of the Berlin, Maryland Chamber of Commerce? _____
If no, why not?

Are you personally an active member on any other Board of Directors? _____
If yes, which one?

Why do you want to be a Board Member for the Berlin, Maryland Chamber of Commerce?

What do you feel that you can contribute to the success of the Berlin, Maryland Chamber of Commerce?

Why is being a part of a Chamber important to you and your organization?

What do you believe are the (2) most significant issues or problems facing our Chamber of Commerce and/or the Berlin area?

