



Qualifications for Board Members

The Billings Chamber of Commerce/Convention & Visitors Bureau adds members to its board of directors annually. The board consists of no more than 19 voting board members and no less than 15 along with four non-voting ex-officio members. Terms for voting members are one, three-year term with eligibility to serve two terms if reelected.

Board members will be chosen from individuals within the organization who have exhibited a desire to serve, coupled with a past history of supporting the organization through committee activity or other means. They should be highly motivated individuals and community leaders committed to the furtherance of Chamber/CVB objectives. Criteria generally are a balance of gender, industry types and geographic and socio-graphic categories.

PROCESS: Annually the Chamber/CVB Executive Committee shall meet to review prospective board candidates. Each candidate must be an active member in good standing and must have agreed to accept the responsibility of a directorship. Such suggestions for candidates shall be communicated to the Chamber office which shall make them available to the Executive Committee. The task force will meet in March/April to discuss candidates for board positions. Recommendations will then be presented to the full board in April. Ballots will be sent to the membership and must be returned by end of May. At the June board meeting new board members will be ratified.

Board meetings are generally held on the 3rd Monday of each month from 3 p.m. to 5 p.m. Board of Directors who shall be absent from three (3) consecutive regular meetings of the Board of Directors shall automatically be dropped from membership on the Board, unless confined by illness or absence approved by the Board.

Directors shall not miss more than four Board meetings during any fiscal year. Board attendance will be reviewed periodically at which time the Chair of the Board has the discretion and authority to advise those directors not complying that their absence is construed as resignation from the Board. Allowance for extenuating circumstances will be made.

DUTIES AND POWERS

The Board of Directors shall be the governing body of the Chamber/CVB, subject only to the limitations and exceptions provided for in the Articles of Incorporation, the bylaws, or by law.

RELATIONSHIPS

To Chamber Policy

Your status is that of an individual acting in a governance capacity. You have the right to exert your influence with the Board for approval of actions and policies, but your authority does not go beyond your vote. You have no authority as an individual to commit the Chamber/CVB to any action or policy.

To the Public

You are an official representative of the membership. You are also an unofficial representative of the entire community. You should defend the Chamber/CVB against criticism and take steps to remedy conditions that cause justified criticism.

To the Staff

Your responsibility for the Chamber staff is limited to that of advisor. The chief paid executive, the president/ceo, is responsible for hiring, firing, and management functions of all staff members.

To Committees & Task Forces

You have a responsibility to keep informed about the activities of all committees and task forces because you may eventually be asked to study and act on their recommendations. You also have a responsibility to see that all committees and task forces operate within established structure and guidelines.

To the Board

You are a co-partner in the important work of the Board to improve the economic and civic life of the community through the Chamber/CVB. You have assumed a position of public trust. You should disassociate your personal interests from Chamber/CVB activities.

To the Program of Work

You must understand the relationship between the Board and the Chamber/CVB's plan of action in order to reach established objectives. Remember, a chamber's plan charts a future course of action, furnishes measurements for performance and serves as a challenge to members and citizens to meet their responsibilities to the community through the Chamber/CVB.

To the Budget

Financial support of the Chamber/CVB comes from fundraising projects, annual investments and a portion of lodging tax collected locally. Chamber/CVB operates on a budget approved by the Board. It is the responsibility of Chamber management to get maximum results from available funds and to operate within the approved budget.

STATEMENT OF GOVERNANCE

- Actively support, promote and participate in the Chamber's mission;
- Ensure steady financial growth through membership investments and non-dues opportunities
- Work with strategic alliance partners to allow our community to move forward;
- Have oversight of the Chamber's strategic plan and accountability measures tied to that plan;
- Ensure communication with membership and community so they are aware of what we are doing and positions we have taken;
- Have a close and productive relationship with CEO.



Application for Board Members

Name: _____

Company: _____

Please briefly describe your past and present involvement in the Billings Chamber/CVB:

Please provide a short synopsis explaining why you would make a good Director:

Return this application to:
jennifer@billingschamber.com or
fax 245-7333
For questions: 869-3734