

Greater Boerne Area Chamber of Commerce Council / Committee Application and Guidelines

OUR MISSION: The Greater Boerne Area Chamber of Commerce is an association of businesses organized to promote and improve economic vitality through partnerships, leadership and education of our members and community.

Thank you for your interest in being of service to the Greater Boerne Area Chamber of Commerce. Please read the information below, complete the form and return it to Crisanne Zamponi at the Chamber office (via fax: 830-249-9639 or email crisanne@boerne.org) as soon as possible for consideration in the next round of selection. If you are interested in more than one Council or Committee, please indicate your order of preference on the application. Applications will be accepted until all vacancies are filled.

Membership on a Committee affords unique opportunities to participate in being the “Voice of Business” for Chamber members, to get to know and be known by other business owners and potential clients, to work with the recognized leaders in your community and to stay on the cutting edge of developments and practice techniques. It is a rewarding experience that keeps one ahead of and in touch with the business community.

Please note that the selection process is an important tool to ensure that the Councils and Committees are comprised of top-notch business professionals who will represent the chamber in a positive manner. The purpose of this application and interview process is not to exclude members of the Chamber from the committee. It is merely a tool used to ensure that new Council and Committee members are committed to the goals of the committee and the Chamber.

Role of Chamber Volunteers

All Council and Committee members are considered to be “ambassadors” of the Greater Boerne Area Chamber of Commerce, and are active members who have volunteered their time to assist with the Chamber’s member recruitment and retention, governmental affairs, education, fundraising, and being the “Voice of Business” for all members.

Inherent in this role is an understanding that Councils and Committees exist to aid Chamber members in their efforts to network within the Chamber. Each volunteer must also have a good understanding of the events, structure, mission, bylaws and goals of the Chamber.

Regular attendance at monthly Council and Committee meetings is expected, due to the volume of work and the timing of accomplishing that work. Each Council or Committee sets its meeting schedule – Councils meet on a monthly basis while Committees set their meeting schedules as their Program of Work requires. Committee chairs are expected to submit their Programs of Work for approval and report their progress at the regular Council meetings.

The Committees are relatively small (each has 16 to 30 members who are appointed for three- or four-year terms) and have large workloads. Each member is expected to make a substantive commitment to contribute to the work of the Committee. Many Committees also include telephone and email meetings during the year to reduce the amount of travel. Meetings generally last one to two hours. In addition to attending meetings, working on a Committee will require additional commitments of time, e.g., monthly reporting on developments, commenting on or drafting proposals, or preparing and presenting materials and seminars.

Active Council and Committee members gain exposure for themselves and their companies and are eligible for prizes and recognition awards. Volunteer names and photographs are published on the Chamber’s website and featured from time to time in the Chamber’s monthly newsletter and/or the President’s column in local newspapers.

Selection for Council and Committee members will be based on the following criteria:

- Level of participation in the GBACC
- Occupation (to achieve diversity on the Committee)
- Avoidance of conflict of interest
- Enthusiasm
- Previous Experience

Timeline:

January:

- New Chair of the Board appoints Council Chairs - must be Board members
- Council Chairs meet with Board Chair and staff, receive any recommendations for Program of Work
- Council Chairs set their monthly meetings, get information to Communications Director for Website update
- Article goes in January newsletter announcing that members may apply for Councils and Committees – Make information/application available as download from Chamber website
- January Council meetings held; Recording Secretary appointed for each Council
- Preliminary Program of Work set by council members; committee chairs appointed to carry out Program of Work

February:

- Staff & Board approve Programs of Work – must follow Mission Statement and must meet the goals of the strategic plan set by Board
- Each Board member signs on to serve on one Council

Following months:

- New Member Packets include explanation of councils and committees, application process
- Council and committees are promoted at New Member Receptions and on Website
- Council Chairs submit articles to newsletter each month, reports/minutes included in Board packets
- Approved minutes of Council meetings are submitted to Chamber President/CEO after each meeting for safekeeping of records at Chamber office
- Staff will clearly communicate budget expectations to Council Chairs, especially for events

A Chamber Council Handbook will be available for download and distribution to each member, which will briefly address:

- Chamber bylaws – Councils are governed in same manner as Board of Directors
- Organizational Flowchart
- Agendas and Minutes
- Meeting Format and Frequency
- Decision Making and Recommendations, Voting guidelines
- Press Releases, Advertisements, Letters – must be approved by Chamber
- Usage or collection of Funds
- Usage of Chamber Staff time and effort
- Code of Conduct
- Commitment Requirement
- Confidentiality Statement
- Conflict of Interest Statement

COUNCIL/COMMITTEE: _____

Name: _____

Company Name: _____

Address: _____

_____ **Email:** _____

Phone: _____ **Fax:** _____

Website: _____

Chamber member since: _____

To determine how we can create a mutually beneficial relationship between you and the Chamber, please answer the following:

Why do you want to be a part of the Council/Committee?

What do you hope to gain from Council/Committee membership?

What experiences/qualifications can you contribute to the success of the Council/Committee?

What other Chamber committees or events have you served on previously?

Thank you for your application. You may fax this page to (830) 249-9639 whereupon it will be reviewed. We will be in contact with you shortly thereafter. Applications will be filed in the Chamber office and will not be returned.

For Office Use Only:

Application was:

Accepted on (date): _____
