



HOT SPRINGS VILLAGE AREA CHAMBER OF COMMERCE

BOARD POSITION INFORMATION

MISSION STATEMENT: The Hot Springs Village Area Chamber of Commerce is a volunteer advocacy group of local businesses, civic/service organizations and associate members joining together to promote the best interest of our local businesses and community.

TIME COMMITMENT: This is a "working" board. Each board member is expected to fully participate in the functions, programs, and projects of the chamber. Due to the small staff size, it is necessary for each board member to chair, co-chair or be a liaison to at least one committee/task force. The committees are responsible for many of the critical functions of the chamber. It is estimated that each board member will devote 40 - 60 hours of work each year to their chamber role.

BOARD COMPOSITION: The Board consists of 14 elected voting members. Of those members, the following officers are selected to serve for one-year as: Chair, Vice Chair, Treasurer, and Secretary. Six directors shall be elected each year, four of which serve 3-year terms.

Two of the elected members serve a one-year term. They are the HSV POA Chief Executive Officer or the Chief Operating Officer, and the HSV Board of Realtors past president or a designated representative.

The Past Year's Chairperson (Ex-officio) and an Attorney of Counsel (Honorary) are non-voting members sitting on the board.

All newly elected board members will be seated at the regular December meeting and will serve as non-voting members until January 1, except for the election of officers in December, at which time they will become full voting members of the board. Retiring directors will continue to serve as voting members until January 1, except for the election of officers in December.

The nominating committee will review all board member applications to determine the most appropriate candidates for the ballot. They must consider the categories of membership and geographical areas that require representation. Additionally, they must consider the value that the potential candidates can bring to the board of directors, and to the membership, based on the applicant's background, involvement, and the level of commitment.

TERM: 3 years. 1-year for HSV and BOR representatives.

MEETINGS: The Board meets the fourth Monday of every month except when in conflict with a holiday, at which time the meeting is held earlier in the month. A mandatory all-day work session is held in early January. Other than the January work session, meetings are held in the chamber's conference room, 11:30 a.m. to 1:00 p.m. Lunch occasionally provided.

ATTENDANCE: Attendance at all board meetings, "Partner Up" membership lunches, and chamber events is strongly encouraged. A maximum of 2 consecutive board meetings can be missed.

FINANCIAL COMMITMENT: Board members are encouraged to support chamber functions whenever possible. The 2018 projected fees for known events are as follows:

Partner Up monthly lunch	\$12 per member/month
Annual Awards Dinner	\$50 per ticket/year
Hats Off to Women Celebration	\$30 per ticket/year

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Board of Directors Questionnaire

Thank you for your interest in serving as a member of the Board of Directors of the Hot Springs Village Area Chamber of Commerce. Serving on the board is a rewarding experience and an opportunity for professional growth. Please return the completed application to:

Hot Springs Village Area Chamber of Commerce
121 Cordoba Center Drive, Suite 300
Hot Springs Village, AR 71909

Application deadline is August 31 - office@hotspringsvillagechamber.com

Member of the Board Job Description

1. Serves a minimum of 1 three-year term on the Board.
2. Abides by the Code of Ethics and is accountable to the Chamber Board of Directors.
3. Attends board meetings regularly. The Board of Directors meets the 4th Monday of every month at 11:30 a.m. in the Chamber's conference room.
4. Participates in furthering the Chamber's mission.
5. Makes decisions in the best interest of the Chamber membership as a whole.
6. Builds a collegial working relationship with other board members that contribute to consensus.
7. Participates in membership recruitment and promotion of existing members.
8. Stays informed about Chamber matters.
9. Participates in the Board's annual evaluation and planning efforts (including the Board work session)
10. Participates in fundraising for the Chamber of Commerce.