



## 2017-18 Board of Directors Application Form

### Positions Available:

President-Elect, Director (3), Director at Large (resident)

Thank you for your interest in serving as a member of the Board of Directors of the Hales Corners Chamber of Commerce. Serving on the board is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills and time/resource commitments of this leadership position.

You may find it helpful to read through the entire application and job description before you begin filling it out. Please return the completed application to the Hales Corners Chamber of Commerce, Attn: Nominating Committee, PO Box 2, Hales Corners, WI 53130 or email the completed application to [secretary@halescornerschamber.org](mailto:secretary@halescornerschamber.org)

This application will be kept confidential and on file. Applications are used by the HC Chamber's Board Nominating Committee and Board to identify and evaluate potential board candidates. This committee will interview potential board members and make recommendations to the full board of directors. Directors are elected by a majority vote of current board members.

### HC Chamber Board Member Expectations

1. Serves a minimum of 1 three-year term on the Board.
2. Accountable to the Chamber Board of Directors.
3. Attends board meetings and important related meetings on a regular basis. The Full Board of Directors meets the 3<sup>rd</sup> week of every month at 7:30 am at the Village Hall. Meetings last 1 -1 ½ hours.
4. Makes a serious commitment to participate actively in Chamber committee work.
5. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
6. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
7. Builds a collegial working relationship with other committee members that contributes to consensus.
8. Participates in the committee's annual goals and planning efforts.
9. Participates in membership recruitment for the organization.
10. Participates in fund raising for the organization.

### HC Chamber Vacant Board Position Descriptions

**President-Elect:** The President-Elect shall serve a one-year term of office. The President-Elect shall perform the duties of the President in the absence of the President, and assume additional responsibilities as required. After the one-year term, the President-Elect will assume the position of President for a one-year term office, following by the Past President for a one-year term of office.

**Director:** Directors shall be elected for three-year terms. These terms shall be staggered so that not more than three directors shall retire in one year. Directors shall be elected by vote of the Members at the annual meeting. The Director – Resident must reside in Hales Corners and may also be a Chamber member, but is not required.

# CANDIDATE INFORMATION

---

**Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Employer/Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Areas of Expertise:**  
(Check all that apply)

  
  
  
  

Administration/Management  
Accounting/Finance  
Entrepreneurship  
Fundraising  
Human Resources

  
  
  
  

Legal  
Marketing/Public Relations/Media  
Real Estate  
Strategic Planning  
Technology

**Board Position:**  
(Check all that apply)

President-Elect

Director

Director at Large (resident)

**Educational Background:**

--

**Work History:**

--

**Chamber Participation:**

--

**Community Activities:**

--

**Other Memberships,  
Achievements, etc.:**

--

## CANDIDATE QUESTIONNAIRE

---

1. Why do you want to be a board member?
2. Will you be engaged by giving your time, energy and resources to support the work and mission of the Hales Corners Chamber of Commerce?
3. What talents do you feel you could contribute to the success of the Chamber?
4. Why is being part of the Chamber important to you and your organization?
5. What do you believe are the two most significant issues or problems facing Chamber members and/or the Hales Corners area?