



MOSCOW chamber of commerce + visitor center

2022 Board of Directors Candidate Form

On behalf of the Moscow Chamber of Commerce + Visitor Center Board of Directors, thank you for your interest in serving the Moscow business community. With a thriving membership, we represent a diverse and dedicated business community. Our membership is passionate about Moscow, the Palouse and the people who live here.

Our mission is to “strengthen, promote, and lead the business and economic community and support the free enterprise system while preserving and enhancing the quality of life.”

Board members are elected for terms of 3 years beginning on July 1. Duties include attending the monthly board meeting, serving on at least one sub-committee and supporting the Chamber’s mission through proactive efforts.

The Nominating Committee will need the following information from you to aid in the selection process. This information will also be sent to the membership during the election process.

Name: _____ Business: _____

Email: _____ Phone: _____

1. Provide a brief personal and professional biography
2. Answer (briefly) the following questions:
 - a. What can you contribute to the Moscow Chamber of Commerce Board of Directors?
 - b. Given the Chamber’s Mission Statement, how would you view the role of the Chamber in Moscow’s future growth and development?

The Nominating Committee will be holding a mandatory interview for all applicants via Zoom between May 16th - May 20th meeting times TBD. We will do our best to accommodate your schedule and the interview will last no more than 30 minutes.

Please return to the Moscow Chamber of Commerce, by emailing directly to: **director@moscowchamber.com** No later than **May 12th 5:00 p.m.** Please see additional Board commitment information included below. Thank you for considering serving on the Board of Directors of the Moscow Chamber of Commerce.

411 S. Main , P.O. Box 8936 ♦ Moscow, Idaho 83843
(208)882-1800 ♦ www.moscowchamber.com





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Board of Directors Commitment

Overview:

The Moscow Chamber of Commerce + Visitor Center (MCOC+VC), is a regional organization dedicated to the business growth, advocacy and economic vitality of Latah County and the City of Moscow and strives to have a Board of Directors that represents our service areas in terms of both geographic and industry representation. Board members are official representatives of the partnership within the community. Leadership activities—providing strategic support and expertise, raising funds, building community support—that further the organization’s goals are essential to board service with the Moscow Chamber of Commerce + Visitor Center.

Benefits of Service:

MCOC + VC board members do not receive financial compensation. Board members receive an opportunity to help shape the economic future of the region, interact with high-level community leaders in the public and private sectors and be directly involved in policy decisions and outcomes.

Role of the Board:

The Board of Directors is the governing authority for the MCOC + VC.

The Board will leverage community support as needed to promote and advance the MCOC + VC mission. Additionally, the Board will work with and supervise the efforts of the Executive Director to ensure that she/he is carrying out the operational needs of the organization to realize its objectives, supporting the Executive Director and/or organization as needed.

The Board of Directors will approve all organizational policies and guidelines to ensure adherence to the strategic vision of the MCOC + VC. The board has three main responsibilities:

1. Governance:

Oversee matters critical to the health of the organization— not decisions or approvals about specific matters, which is management’s role—but instead those involving fundamental matters such as the viability of its business model, the integrity of its internal systems and controls, and the accuracy of its financial statements.





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2. Strategic Direction:

Formulate key policies and strategic goals, focusing both on near-term and longer-term challenges and opportunities, as well as ensure adherence to the mission of the organization.

3. Fiduciary Responsibility:

Steward the resources of the organization for short and long term, not just by carefully reviewing annual budgets and evaluating operations but also by encouraging foresight through several budget cycles, considering investments in light of future evolution, and planning for future capital needs.

Conflict of Interest:

Whenever a governor or officer has a financial or personal interest in any matter coming before the Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion and voting on the matter. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Time Commitment:

Serving on the MCOC board will require a minimum commitment of 60 hours per year. Board meetings are usually held 9 times per year, monthly committee meetings, attend 3-5 community events per year (there are multiple to choose from), the annual Board retreat. Board members are further expected to commit to a one-hour meeting with the Executive Director.

Board Member Agreement:

- Be a member of an organization in good standing with the MCOC + VC.
- Commitment to the mission and goals of the organization.
- Have the authority to vote on issues as a representative of their company.
- Promote community understanding and awareness of the organization.
- Be knowledgeable of the organization's operation, services, and weaknesses.
- Respect the work and authority of the Board.
- Be objective in evaluating the programs and policies of the organization.
- Allocate time to attend the meetings of the Board and of the committees to which one is appointed.
- Recommend others who can serve on the Board.
- Suggest and/or pursue new funding sources.
- Be constantly alert for opportunities to further the mission and goals of the organization.

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- Be willing to represent the organization at various functions.
- Be available at the appropriate times to discuss issues.
- Be enthusiastic about the organization, and represent it with an articulate, positive and practical presence.
- Always promote the MCOC+VC and encourage businesses to join the organization. A board member should diligently help in increasing membership and assisting with retention efforts.
- Help raise funds on behalf of the MCOC+VC and the Moscow Chamber Foundation, when asked – by direct contribution or by securing funds through business contacts and through municipal stakeholders.

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