

### BOARD POSITION APPLICATION 2024

**MISSION STATEMENT:** The Foster City Chamber of Commerce will promote business, marketing, and networking opportunities to benefit its members professionally and economically.

**TIME COMMITMENT:** This is a "working" board. Each board member is expected to fully participate in the functions, programs, and projects of the Foster City Chamber. Per the bylaws, it is necessary for each board member to chair or co-chair at least one committee. The committees are responsible for many of the critical functions of the Foster City Chamber. Each board member is estimated to devote 40 - 60 hours of work each year or 5 hours per month to their director role.

**BOARD COMPOSITION:** 5-17 elected voting members. Of those members, the following officers are selected: Chair (1-year term), 1 Vice Chair (1-year term), Secretary (1-year term) and Treasurer (1-year term). Five to six directors shall be elected for a two-year term each year.

All newly elected board members will be seated at the regular March board meeting and will serve as non-voting members until April 1, at which time they will become full voting members of the board. Retiring directors will continue to serve as voting members until April 1. An individual filling out the term of a resigning director for 18 months or less is eligible to stand for re-election at the end of the term.

**TERM:** Two (2) years or the remainder of an unexpired term.

**MEETINGS:** The regular meeting of the Board is on the third Monday of each month. Meetings begin at 4:00 pm and end at approximately 5:00 pm.

**ATTENDANCE:** Attendance at all board meetings and general membership meetings is strongly encouraged. If necessary, however, occasional absences may be approved. Additionally, board members are encouraged to attend all programs.

**FINANCIAL COMMITMENT:** Board members are encouraged to support Foster City Chamber functions whenever possible. A board member, or board member's employer must be or become a member of the chamber prior to the start of the term.

# FOSTER CITY

## CHAMBER OF COMMERCE

100 Grand Lane, Suite B  
Foster City, CA 94404  
(650) 573-7600

### BOARD POSITION APPLICATION 2024

I have read the board position application, Amended & Restated Bylaws (Effective December 8<sup>th</sup>, 2023), including the Conflict-of-Interest Policy, and accepted the terms. Please consider my name for the **term** to begin April 1, 2024.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home address: \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Type: \_\_\_\_\_

Position: \_\_\_\_\_

Length of time in business: \_\_\_\_\_

#### **Community Involvement:**

Current or previous boards served on \_\_\_\_\_

\_\_\_\_\_

Associations you are a member of: \_\_\_\_\_

#### **Background:**

Please provide a bio (approx.. 250 words) and resume for the Nominating Committee.

#### **Foster City Chamber Involvement:**

How long have you been a Foster City Chamber member? \_\_\_\_\_

What Foster City Chamber activities do you participate in? \_\_\_\_\_

Why are you interested in serving on the board? What can you contribute to the Foster City Chamber and its board?

\_\_\_\_\_

\_\_\_\_\_

*(Attach additional sheets as necessary)*