

## Essential Responsibilities

**Attendance:** Attends and is actively involved in monthly Board meetings, the Annual Planning Conference, and supports ICC events including Business Outlook Conference, Celebrate Irvine, Women of Influence Forum, World Trade Week and Legends & Leaders by either sponsorship or attendance.

**Leadership:** Brings leadership qualities that enhance the effectiveness of the Chamber, including voting to take positions, establish policy and approve procedures.

**Training:** Attends a Board of Directors orientation.

**Financial:** Participates in discussions about the Chamber's finances, including voting on approval of the Chamber's budget and the financial merits of new programs, activities and events.

**Participation:** Works constructively and harmoniously with other Board members and staff, represents the Chamber at appropriate functions when requested by the Chair of the Board or the President/C.E.O., and maintains contact with other Board members, committee chairs, and Chamber members.

**Confidentiality:** Maintains a high level of confidentiality.

**Advocacy:** Brings to the Board any critical and constructive suggestions received from the membership and citizens of the community and defends publicly the Chamber positions on all matters.

**Policy Making and Structure:** Participates in establishment of Chamber policy and hires the President/C.E.O.

## Position Summary



Elected by the Irvine Chamber of Commerce (ICC) general membership, it is the Board's purpose to govern and set policy for the Chamber, control its property and facilities, support its mission, have responsibility for its finances and direct its activities. Board members are expected to participate in specific activities and provide leadership to the organization.

# Frequently Asked Questions

## **What is the process for Board application and selection?**

Board position inquiries are made throughout the calendar year by word-of-mouth, referral and recruitment. The Board Development Committee meets regularly to examine the demographics, industry representation, vacancies and specific needs of the organization. Applicants are vetted carefully with the above-mentioned guidelines in mind. Finalist candidates must appear for an in-person interview. You are encouraged to thoroughly review the position summary and responsibilities. Should you be interested in applying for a Board position, complete the attached application and agreement, and email to [jwelch@irvinechamber.com](mailto:jwelch@irvinechamber.com). If you are selected, your nomination must be approved by the full Board of Directors at an upcoming meeting.

## **What does the Irvine Chamber look for in potential Board members?**

Ideal candidates for Board positions present themselves in a professional manner in all situations. They have proven performance with the knowledge, talent, skill, vitality and ability to make a difference. Board members demonstrate commitment to the organization, its mission and goals. They have well-developed interpersonal and communication skills, essential to effective teamwork and accomplishing the strategic objectives of the ICC. Board members use sound judgment and act in the best interest of ICC. They also serve as mentors and teachers to future leaders, and they express a desire to give of their expertise on specific concerns or interests. A candidate will demonstrate intuitive and interpretive skills enabling the understanding of their fellow Board members.

## **How many people serve on the Board?**

ICC bylaws require that a minimum of 16 serve, with a maximum of 30.

## **How long are the terms of office?**

Each term is three years. Members may be re-elected (after re-applying) for a second term.

## **How many Board meetings are held annually?**

Board meetings are held monthly on the 4<sup>th</sup> Tuesday of the month from 7:30am-9:00am at the ICC office.

## **What if I cannot attend a Board meeting?**

Members are allowed 3 absences before their position goes before review with the Board Development Committee. ICC recognizes that unforeseen circumstances arise and treats each case individually.

## **Are there any additional time commitments?**

Board members are required to attend the 2 ½ day planning retreat typically held in May. They also may be asked to serve on (or chair) at least one committee or taskforce, which will have varying recurrence dates/times.

## **What expenses are required for Board members?**

An annual fee of \$1300\* includes the monthly Board dues, the 2 ½ day planning retreat (includes room and group meals—additional guests or services are at your own expense), Holiday luncheon/meeting in December and Installation Dinner in June.

\*Subject to change

# Application

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## General

Date:

Name:

Organization:

Position:

Industry:

Company Address:

Company Phone:

Residential Address:

Cell Phone:

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## Experience

Describe your business:

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List boards and committees that you have served on or currently serve on:

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List any additional community involvement:

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Summarize the intent/motivation of why you hope to participate on the Irvine Chamber Board:

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In addition to participation in the Board meetings, what would your contribution be?

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## Involvement

Check at least one ICC committee/task force you will be participating in (in addition to the Board of Directors):

Ambassadors

Business & Workforce Development

Business Outreach Rally

Emerging Business Leaders Advisory Council

Economic Vitality Council

Governmental Affairs

International Development

Irvine Chamber Education Foundation

Irvine Chamber Educational Political Action Committee

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## Agreement

I request my name to be submitted for consideration for nomination to the Irvine Chamber of Commerce for possible election to the Board of Directors. If I am elected, I agree to do the following:

1. Attend a Board Orientation.
2. Attend all regular Board Meetings held on the 4<sup>th</sup> Tuesday of each month and special meetings as may be required.  
*Our attendance policy stipulates that more than 3 absences deem a Board member's seat open for consideration of removal.*
3. Attend the 2½ -day Annual Retreat/Planning Conference
4. Support all major events by sponsorship and/or attendance.  
Major events include but not limited to: Business Outlook, Celebrate Irvine, Women of Influence Forum, World Trade Week and Legends & Leaders
5. Actively participate in a Chamber committee in addition to the Board of Directors.
6. Enter into full discussion and participation in policy decisions affecting the Chamber and business community.
7. Maintain the confidentiality of all Board business.
8. Remit payment of \$1,300 to include:
  - Annual Board of Directors Dues
  - Fall Holiday Board Luncheon/Breakfast
  - 2½ -day Annual Retreat/Planning Conference
  - Installation Dinner

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Signature

Signature:

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Print Name:

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Date:

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### Submission Completion



Thank you for applying for a position on the Greater Irvine Chamber Board of Directors. Please include a copy of your professional resume and return it, along with this form to the Greater Irvine Chamber at [jwelch@irvinechamber.com](mailto:jwelch@irvinechamber.com) by fax at 949-660-0829 or mail at 36 Executive Park, Suite 100, Irvine, CA 92614