



BOARD POSITION DESCRIPTION 2023-2024

Mission Statement: The Arcata Chamber of Commerce is a diverse, nonpolitical member organization serving the Arcata, Humboldt area, working as a catalyst to support business entrepreneurship, collaboration, and innovation while promoting a strong sense of community.

Vision Statement: The Arcata Chamber serves as a catalyst for local businesses to innovate, collaborate, grow, and succeed.

Time Commitment: This is a “working” board. Each board member is expected to fully participate in the Arcata Chamber's functions, programs, and projects. Each board member is encouraged to also be a member of at least one committee. The committees (Marketing/Membership Services, Governance/Recruiting & EXCOM/Finance.) are responsible for many of the critical functions of the Chamber. Each board member is estimated to devote at least 30 hours of work each year to their Chamber role. Board members also have the opportunity to serve on the Executive Committee as an officer if a position is open.

Board: The Board of Directors shall be composed of 9 to 15 members. Directors shall be elected annually to serve for three years.

Term: 3 years or the remainder of an unexpired term.

Meetings: The Board meets on the third Monday of every month. Meetings begin at 9:00 a.m. and end around 10:00 a.m. or 10:30 a.m. Currently, the meetings take place at the Arcata Chamber of Commerce office at 1635 Heindon Road Arcata, CA.

Attendance: A member of the Board of Directors who during a calendar year misses four regular meetings of the Board of Directors and who is not actively involved on a Chamber committee shall be contacted by the Board Chair to reconfirm interest, commitment, and availability. Additionally, board members are encouraged to attend the monthly First Thursday Mixers, occasional ribbon cuttings, and periodic Chamber events (Annual Awards Event and 4th of July Jubilee on the Plaza.)



**BOARD POSITION APPLICATION
2023 - 2024**

☐ I have read the board position description. Please consider my name as a possible nominee.

Name:

Date:

Work Address:

Home address:

Work Phone:

Cell Phone:

Email:

Business Name:

Business/Organization Type:

Position:

Length of time in business:

Community Involvement:

Current or previous boards served on:

Associations you are a member of:

Chamber Involvement:

How long have you been a Chamber member?

What Chamber activities do you participate in?

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