



Board of Directors Application Form

Thank you for your interest in serving as a member of the VISIT Lake Geneva Board of Directors. 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 VISIT Lake Geneva, Attn: Darien Schaefer, President & CEO, 527 Center Street, Lake Geneva, WI 53147 or email to darien@visitlakegeneva.com.

This application will be kept confidential and on file at the VISIT Lake Geneva office. Applications are reviewed by VISIT Lake Geneva's Nominating Committee to evaluate potential board candidates. This committee will make recommendations to the full board of directors. Directors are elected by a majority vote of current board members.

Board Director Job Description

1. Serves a minimum of 1 three-year term on the Board. Eligible to serve 2 three-year terms.
2. Accountable to the Board of Directors for VISIT Lake Geneva.
3. Attends board meetings and important related meetings on a regular basis. The Full Board of Directors meets the 2nd Thursday of every month at 8:00 am. 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 collaborative working relationship with other committee members that contributes to consensus.
8. Participates in the annual planning efforts.
9. Participates in membership recruitment for the organization.
10. Participates in fund raising for the organization.

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The Board of Directors makes all policy decisions for VISIT Lake Geneva:

Determine the goals of VISIT Lake Geneva through its approved program of work.

Provide adequate funding through the annual budget to carry out the program of work.

Establish the Partnership Tiers (dues structure) for the organization to support the program.

Elect officers in accordance with the by-laws of the organization.

Recommend and approve changes to the by-laws.

Fill all vacancies that occur in the Board of Directors.

Meet as required by the by-laws, at the call of the Board Chairperson, or on its own motion.

Provide adequate facilities and equipment for VISIT Lake Geneva operations.

Director Qualifications

The Board of Directors is the policy body of VISIT Lake Geneva. Board members represent a cross-section of the business and professional leadership in the community. It has always been considered an honor to serve on the Board. Genuine and unselfish interest in VISIT Lake Geneva and its objectives are the first requirement for the Board members.

Other qualifications include:

- A willingness to make time, effort and financial commitment necessary to give the proper attention to VISIT Lake Geneva responsibilities.
- Business and work experience that will assist in the exercise of sound judgment in considering problems and opportunities as they relate to the overall program of community development.
- The ability to inspire and motivate others to support worthwhile initiatives initiated or sponsored by VISIT Lake Geneva including resolution of community problems.
- The ability to work constructively and harmoniously with directors, members and staff of the Chamber in accordance with policies established by the Board of Directors.
- A top-level "policy" decision maker for his/her firm, usually the Chief Executive Officer or owner of the business with the ability to commit his/her firm's human and/or financial resources to the work of VISIT Lake Geneva.
- A demonstrated ability for leadership in community service.

Expectations and Responsibilities of Each Director:

- Attend at least 10 of the 12 regularly scheduled monthly Board meetings. Notify the President when attendance is not possible.
- Attend at least 6 VISIT Lake Geneva programs or events throughout the year (i.e. Business EXPO & Career Fair, Tourism Summit, Annual Dinner, etc.).
- Serve on at least one task force each year as assigned by the Board Chairperson.
- Attempt to recruit at least one new member each year.
- Call and welcome new members as assigned. Encourage committee, volunteer and other involvement opportunities.
- Perform such other duties, within his/her capabilities, as may be requested by the Board Chairperson.

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BOARD OF DIRECTORS CANDIDATE INFORMATION

Name: _____

Position/Title: _____

Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____ Web: _____

Number of Years with Present Employer: _____ Years in Lake Geneva Area: _____

Educational Background: _____

Work History: _____

Chamber Participation: _____

Community Activities: _____

Other Memberships, Achievements, etc: _____

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BOARD OF DIRECTORS CANDIDATE QUESTIONNAIRE

1. Why do you want to be a board member?
2. Will you be engaged – giving your time, energy and resources to support the work and mission of VISIT Lake Geneva?
3. What talents do you feel you could contribute to the success of the organization?
4. Why is being part of VISIT Lake Geneva important to you and your organization?
5. Will you be an advocate for VISIT Lake Geneva by recruiting new members, fundraising, and speaking positively about the work of the organization?
6. What do you believe are the two most significant issues or problems facing VISIT Lake Geneva members and/or the Lake Geneva area?

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