



## Board of Directors Application

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Thank you for your interest in serving as a member of the **Lake Geneva Chamber of Commerce DBA VISIT Lake Geneva** Board of Directors. Serving on the board is a rewarding experience and a great 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 via email to Barb Krause, Nominating Committee Chairperson at [bak@ntmediagroup.com](mailto:bak@ntmediagroup.com).

This application will be kept confidential. 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 of Director Responsibilities

1. Serves a minimum of one (1) three-year term on the Board.
2. Accountable to the VISIT Lake Geneva Board of Directors based on signed Code of Ethics.
3. Attends monthly 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 that are completed 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 contribute to consensus.
8. Participates in the annual planning efforts.
9. Participates in membership recruitment for the organization.
10. Represents VISIT Lake Geneva, Board members and staff in a positive, professional manner.
11. Willing to solicit and accept input from membership and direct to President or Board Chairperson. Uses good judgement in communicating this input to those concerned.

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

- Determines the goals of VISIT Lake Geneva through its approved program of work. Provides adequate funding through the annual budget to carry out the program of work.
- Establishes the Partnership Tiers (dues structure) for the organization to support the program.
- Elects officers in accordance with the by-laws of the organization.
- Recommends and approves changes to the by-laws.
- Fills all vacancies that occur in the Board of Directors.
- Meets as required by the by-laws, at the call of the Board Chairperson, or on its own motion. Provides 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 rather than individual objectives are the first requirement for the Board members.

**Other qualifications include:**

- Candidate must be from a paying partner invested at a TIER 2 or higher partnership tier.
- A willingness to make the necessary time and effort needed 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 owner or manager 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 regularly scheduled monthly Board meetings. Notify the President when attendance is not possible.
- Attend or support key VISIT Lake Geneva programs or events throughout the year (i.e., Tourism Summit, Annual Dinner, etc., Winterfest, Electric Christmas Parade).
- 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.



**LAKE GENEVA CHAMBER OF COMMERCE  
BOARD OF DIRECTORS CANDIDATE INFORMATION**

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

Employer: \_\_\_\_\_

Position/Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Number of Years with Present Employer: \_\_\_\_\_ Years in Lake Geneva Area: \_\_\_\_\_

Work History: \_\_\_\_\_

Chamber Participation: \_\_\_\_\_

Community Activities: \_\_\_\_\_

Other Memberships, Achievements, etc: \_\_\_\_\_

Other past Board positions and or past leadership positions: \_\_\_\_\_

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## BOARD OF DIRECTORS CANDIDATE QUESTIONNAIRE

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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. Give an example of relevant experience and project(s).
4. What talents do you feel you could contribute to the success of the organization?
5. Why is being part of VISIT Lake Geneva important to you and your organization?
6. Will you be an advocate for VISIT Lake Geneva by recruiting new members and speaking positively about the work of the organization?
7. What do you believe are the two most significant issues facing VISIT Lake Geneva members and/or the Lake Geneva area?
8. What would your approach be to address the issues mentioned in Question 7?