

2021 Copiague Chamber of Commerce Nomination Form

The Copiague Chamber of Commerce (CCC) is seeking strategic, experienced and committed members to join the Board of Directors.

Members can nominate themselves or make a nomination for another member.

Prerequisite for Office

To run for Director, a candidate must be a member in good standing for at minimum of one year.

To run for Officer, a candidate must have served on the Board of Directors for at least (2) years.

As an ideal Board Director, you must be a member in good standing and possess some, or all, of the following key competencies which are essential to the role:

- Thinks and acts strategically
- Strong business acumen and forward thinking
- Experience with government regulation
- Financial literacy
- Knowledge and understanding of emerging markets and industry trends

A completed Nomination Includes:

- Nominee has acknowledged and accepted this form
- Biography for the candidate
- Headshot of candidate

If you prefer a hardcopy please request the form by contacting:

election2021@copiaguechamber.org

* Required

1. Email address *

Open Positions 2021

Job Descriptions

1st Vice President, Officer

Summary: The 1st Vice President shall exercise the powers and authority and perform the duties of the President in the absence or disability of the President. The 1st Vice President should also develop knowledge which will improve goal accomplishment and efficient operations of the Chamber

Duties and Responsibilities:

1. The 1st Vice President shall serve as a member of the Executive Board and Budget committee. (see also duties & responsibilities for Director/Executive Board Member)
2. Shall be an ex-officio member of all committees.
3. Shall be a spokesperson for the organization on official statements of policy.
4. Assist the President in determining the need for committees.
5. Counsel with other officers of the organization in seeking means of reaching Program of Action goals and objectives.
6. Interpret the Program of the Chamber to the membership and general public through dissemination of appropriate news releases and/or public talks when required.
7. Help determine if new programs should be undertaken as the Chamber year progresses and whether existing Program of Action goals are being satisfactorily accomplished in order that the basic goals and objectives of the Chamber are being achieved.
8. Help to improve the overall financial condition of the organization.
9. Seek ways and means of making the Chamber a more effective organization and better able to serve the needs of the membership and the community.
10. Assist the President in the supervision of an annual review and update of the Chamber's long-range plan, keeping the plan's perspective focused five years into the future.
11. Conduct a Chamber orientation program for new Board members.

Secretary, Officer

Summary: The Secretary shall record and maintain an accurate record of all proceedings of the Chamber and Board of Directors and shall preserve such records.

Secretary:

Duties and Responsibilities:

A) At Board Meeting:

1. Should take minutes at Board meetings and any Special meetings
2. Should take attendance of all Board Members (BM)
3. Should take note of any Board Member arriving after the meeting starts (anyone arriving 5 minutes after the meeting starts should be considered "officially late")
4. Should take note of any "guests" who are there and why they are there
5. Should read the minutes of the previous meeting for approval & correction
6. Should note if any Board Member leaves prior to the end of a meeting
7. Should note all important proceedings and details of the meeting
8. Should accept and note the Treasure's report

B) At General Meeting:

1. Should take minutes at General meetings
2. Should take attendance of all Board Members (BM)
3. Should read minutes of previous General meeting for approval & correction
4. May also read previous Board/Special meeting minutes if required
5. Should take note of any "guests" who are there and why they are there
6. Should note all important proceedings and details of the meeting
7. Should accept and note the Treasure's report

C) In General

1. Minutes of meetings should be preserved as historical documents on the Chamber web site. Recorded minutes must be submitted in a typed electronic document or in a legible hand written format and scanned so that it can be updated to the web site as future reference and documentation.
2. Serves on the Board of Directors (see also duties & responsibilities for Director/Executive Board Member).
3. Helps coordinate Ribbon Cuttings and Grand Openings.
4. In the absence of all other officers acts as temporary Chair of the Chamber.

Director

TITLE: Director/ Board of Directors

Summary: The members of the Board of Directors and Executive Board are the elected representatives of the Chamber's general membership and have ultimate responsibility for all Chamber operations. In that capacity, the Executive Board shall formulate and review various policies, proposed actions, programs and projects which serve the best interest of the Chamber and the community.

Duties and Responsibilities:

1. Annually develop a set of basic Chamber objectives, called a Program of Action, and continually monitor and direct the Chamber's progress toward attaining those objectives.
2. Set the overall policy of the Chamber.
3. Recommend changes in the by-laws and elect officers as required in the by-laws.
4. Be a sounding board for the Chamber membership in representing the business community.
5. Take an interest in the organization and spend the necessary time to give proper attention to the affairs of the Chamber.
6. Work constructively and harmoniously with all Board members, and honorary board members.
7. Exercise sound judgment in considering the issues being addressed by the Chamber.
8. Provide the personal leadership, enthusiasm and support necessary to help coordinate and build an effective organization.
9. Inspire others to respond to worthwhile causes sponsored by the Chamber and motivate others to help in arriving at solutions to community problems.
10. Encourage committees in the completion of their assigned tasks.
11. Attend all meetings and functions of the Board.
12. Study and review the budgetary and fiscal needs of the Chamber and help broaden the financial resources of the organization.
13. Defend the Chamber against criticism. Where criticism is justified, work to remedy the conditions causing the criticism by bringing the matter to the attention of the entire Board.
14. Keep informed of the activities and overall operations of the Chamber.
15. Be scrupulous in your disassociation of all personal interests from the activities of the Chamber.
16. Help select and involve individuals in various Chamber programs so as to utilize their leadership talents.
17. Be certain that Chamber programs, projects and activities are consistent with the needs of the membership and the community.
18. Each Director shall assist in the organization of events.

Nominee Information

2. Name of Nominee

3. Business Name

4. Phone Number

5. Address

6. Email

7. Nominated Position

Mark only one oval.

- Vice President, Officer
- Secretary, Officer
- Board Seat, Board of Directors

8. What qualities make the nominee a good candidate for this position? (Feel free to write in the 1st person if you are self nominated)

9. Please describe any community activity, awards or achievements, attributed to the nominee

10. Include a brief biography and/or a Curriculum Vitae (Email hardcopy to election2021@copiaguechamber.org if preferred)

11. Are you completing this form for

Mark only one oval.

Someone Else *Skip to question 12*

Myself *Skip to section 5 (Thank you for participating in our election)*

Submitted by

12. Name of person completing this form

13. Contact information, phone number and email of person completing this form.

Thank you for
participating in our
election

- Nominations for open Board Seats will be accepted through Friday, April 15, 2021
- Confirmed Nominees will be announced during the General Meeting on Tuesday, April 27, 2021.
- Electoral Ballots will be accepted through Friday, May 14, 2021

Send any additional supporting documents to
election2021@copiaguechamber.org

Mail hardcopy forms to: Copiague Chamber of Commerce, PO BOX 8, Copiague NY 11726

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