



Board of Directors 2019 Requirements, Purpose, and Responsibilities

Mission Statement: To strengthen and support our community by promoting business growth, education and economic development.

Prerequisites of a FWKCC Director:

- **Maintain active membership** with the FWKCC through individual business membership and/or employed through a member-business for the entirety of the appointed term (usually a 3 year term) as a director.
- **Available time to serve to effectively progress the business of the FWKCC** including attendance of monthly and special FWKCC Board Meetings (4th Tuesday, Jan-Oct / adjourned in Nov/Dec) and other chamber programs/activities. *(Note: Missing 3 consecutive monthly Board meetings constitutes automatic dismissal).*
- **Willingness to lead** as part of a **collaborative team** of business professionals, and to serve the interests of the FWKCC.

Purpose of a FWKCC Director:

- A director is charged to support, protect, and/or promote the public/member interests of the growing Farragut West Knox Chamber of Commerce, an organization of approximately 650 member businesses, through active leadership, direction, and determination of organization policy in both formal and helping capacities.

Duties & Responsibilities a FWKCC Director:

- To continuously learn and become more oriented with the FWKCC and its operations.
- To assist in the development, approval, and execution of strategy for the organization.
- To help in the continued discovery of organizational needs and opportunities.
- To provide direction that ensures that the fiscal needs of the FWKCC are met and secured.
- To lead and/or actively participate on committees to further the needs and direction of the organization.
- To regularly represent the FWKCC as a member of the Board of Directors at various meetings, programs, projects, and/or events including weekly business networkings, luncheons, ribbon cuttings, and other fundraising programs and activities.
- Attend at least one New Member Orientation each year.
- To help determine, establish, organize, and assist with the appropriate FWKCC programs in order to progress the organizational purpose.
- To participate and/or lead in efforts to determine, develop, and direct the resource needs including volunteers and staff to produce the necessary desired results.

2019 APPLICATION

(Service to begin for 2019/2020 FY)

Farragut West Knox Chamber of Commerce BOARD OF DIRECTORS

Please type or print neatly in black ink.

Name: _____ Phone: _____ (Home or Mobile)

Home Address: _____

Business Name: _____ Phone: _____ (Work)

Business Address: _____

Business/Applicant is currently a member of FWKCC (required): Yes ___ No ___

If "NO", indicate intended join date:

*****Please ATTACH (1) Resume and ANY Additional Sheets, if needed*****

APPLICANT'S ROLE / TITLE within the above stated BUSINESS:

PROFESSIONAL EXPERIENCE (Employer, position, duties, other significant responsibilities/information):

BOARDS & COMMUNITY SERVICE (Past & Present activities):

AWARDS & ACHIEVEMENTS:

Why do you wish to serve on the FWKCC Board of Directors?

(Explain clearly below; attach additional sheets if needed)

STATEMENT OF APPLICANT:

I wish to be considered as one of the nominees for the Board of Directors of the Farragut West Knox Chamber of Commerce. If accepted, the appointment will be for a 1-3 year term as a FWKCC Director with said term beginning July 1, 2019. If chosen, I will be asked to sit in on monthly Board meetings as early as March 2019 before my term begins in July 2019. I understand that the appointment as a Director, though voluntary, serves in a formal and helping capacity, and requires both a **dedication to the organization** and a **genuine commitment of my time**. By my signature below, I acknowledge that the information provided in this application is correct. Furthermore, I understand and agree that membership with the FWKCC is a requirement and that I or the member business which I represent will maintain status as an active member in good standing throughout my term of appointment. Additionally, I acknowledge that if I am selected for this position that I will fully accept this appointment and the associated responsibilities as a FWKCC Director.

Signed this ____ day of _____, 2019.

Signature of Applicant

IMPORTANT: To be considered, application and ALL supporting documents must be RETURNED no later than **4:00 p.m., Friday, February 1, 2019** to one of the following:

Nominating Committee

Farragut West Knox Chamber of Commerce
P.O. Box 22461
Farragut, Tennessee 37933-0461

OR

Nominating Committee

Farragut West Knox Chamber of Commerce
11826 Kingston Pike, Suite 110
Farragut, Tennessee 37934

FAX: 865-671-2409 / **EMAIL:** julie@farragutchamber.com

AFTER APPLICATION SUBMISSION: The nominating committee will meet after the application deadline to review applications. Applicants will then be contacted by a member of the nominating committee to schedule an interview with the committee, usually in March. **Questions? Call: 865-675-7057**