



PO Box 338 | 1516 Main Street | Susanville, CA 96130 | 530-257-4323 | Fax: 530-251-2561  
[www.lassencountychamber.org](http://www.lassencountychamber.org)

August 15, 2023

The Chamber board is accepting applications to fill two board vacancies. Chamber members interested in representing the business community and Lassen County by sharing their time and talents by serving on the board are encouraged to apply. The Board is interested in choosing a candidate who has business experience, community involvement, and the desire to represent the interests of the local business community.

In this packet is a copy of the Lassen County Chamber of Commerce (LCCC) board application and board of director member agreement which outlines the requirements and obligations if you are selected to serve on the board. Board meetings are held the second Thursday of each month beginning at noon; meetings usually last an hour but, on a rare occasion depending on agenda items, can last up to an hour and a half. Board members are expected to attend meetings each month, as well as serve on various committees and attend monthly Chamber Mixers.

Applications are open until the Board of Directors position is filled.

Thank you for your interest in serving on the Chamber board. Should you have any questions please don't hesitate to contact me at 257-4323.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Ackley", written in a cursive style.

Kelly Ackley  
Executive Director  
Lassen County Chamber of Commerce

LASSEN COUNTY CHAMBER OF COMMERCE  
BOARD OF DIRECTORS  
APPLICATION

Date:

*(Please provide the address, email and phone number you would like us to use should you be elected to the board):*

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Business/Profession \_\_\_\_\_

Job Title \_\_\_\_\_

Chamber membership under \_\_\_\_\_

What is your understanding of the Chamber's purpose, goals, function, etc.?

Please state your community involvement:

Do you feel that you could bring new members into the Chamber? If so, how?

Do you have any previous experience working with Lassen County Chamber of Commerce? If so, when, where, and what activities were you involved in?

How do you feel that you could represent the interests and needs of the Lassen County business community?

Please describe any special skills, training or knowledge that might enhance your ability to serve on the board.

**LASSEN COUNTY CHAMBER OF COMMERCE  
BOARD OF DIRECTOR MEMBER AGREEMENT**

I recognize that Directors have a responsibility beyond parochial interests of their businesses or professions. Directors are expected to help formulate policies for the good of the entire community and to act as a representative of the members in governing the Lassen County Chamber of Commerce (LCCC). In this role, it will be my privilege and obligation to seek out the opinions of the membership.

I further understand that it will be my responsibility to:

- Attend monthly meetings of the Board of Directors, standing committees, as well as any ad hoc committees to which I am appointed.
- Attend Chamber Mixers.
- I will assume leadership responsibilities as requested and as possible.
- Attend events sponsored by LCCC.
- Represent LCCC at community events, organizations and with private individuals.
- Speak positively about LCCC.
- Oversee program implementation and follow up with evaluation of program results.
- Contribute knowledge and express points of view based on experience.
- Consider other points of view, make constructive suggestions, and help the board make group decisions reflecting the thinking of the total group.
- Work with other Chambers and business organizations to promote business interests at the state and national levels.
- Promote the Chamber when possible.
- Be informed about the Chamber's programs, policies and services.
- Be informed about the needs of the Chamber membership and business community.
- Hire and give direction to the Executive Director and follow up with physical and moral support.
- Provide regular job performance evaluation and assist the Executive Director in setting program goals.
- Secure funds required for current expenses by mobilizing the entire volunteer and staff forces for active participation in funding efforts.
- Ensure that the financial affairs of the agency are conducted on a responsible basis in accordance with established policies.
- Approve the annual budget.
- Ensure that the property of the agency is maintained in a reasonable state of repair.
- Volunteer to serve on a least one committee each year.

I understand that a Director is a partner with membership and other board members in the important work of the Chamber. Election to the board indicates acceptance of these responsibilities to the membership and the community.

I understand that I will be responsible to the President of the Board. If I find that I am unable to fulfill my term with the Lassen County Chamber of Commerce Board of Directors I will submit my resignation in writing and deliver it to the President of the Board or the Executive Director.

I do hereby acknowledge my willingness and commitment to support the above mentioned criteria.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date