



September 12, 2011

Dear Members,

It is time to elect new members to our Union City Chamber of Commerce 2012 Board of Directors. Per the By-Laws, the membership may elect up to seven (7) directors for two-year terms (January 2012 through December 2013) and up to six (6) directors for one-year terms (January 2012 through December 2012). Currently, there are three (3) directors that were elected for two-year terms beginning January 2011. They will continue their term through December 2012. This leaves seven (4) openings for two-year terms and three (6) openings for one-year terms.

Current Board members who have served their current terms may request re-nomination for additional one-year or two-year terms.

The purpose of the Union City Chamber of Commerce is to promote economic, commercial, industrial, professional, civic, and cultural welfare of the Community. In fulfilling this purpose, the Chamber can and may adopt a position on any issues that contributes to, or are deemed contrary to that welfare.

Independent, nomination submissions must be received by the Chamber office no later than: 5:00 pm, Monday, October 3, 2011.

Nominees must be in good standings by nomination deadline (October 3, 2011) to be eligible.

If warranted, ballots will then be e-mailed and mailed out on Thursday, October 27, 2011. Ballots must be returned to the Chamber Office by the election deadline date of Tuesday, November 15, 2011 at 5:00 pm.

Attached are the Board of Director responsibilities.

If you have any questions please feel free to contact the Chamber office.

Sincerely,
Union City Board of Directors

Union City Chamber of Commerce
3939 Smith Street
Union City, CA. 94587
(510) 952-9637 Phone
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UNION CITY CHAMBER OF COMMERCE BOARD OF DIRECTOR RESPONSIBILITIES

Potential directors of the Union City Chamber of Commerce should be prepared to accept the following responsibilities:

As Director of the Board, the responsibilities are (1) in collaboration with the Board, help to define the Chamber Mission and govern and participate in it's fulfillment, and (2) to carry out the functions of the Office, as delineated in the Chamber By-Laws, and (3) serve as an Out Reach Ambassador, at all Chamber activities.

The Board will focus on the development of policies that govern the implementation of the Chamber's plans and purpose. This role is separate and distinct from the role of the Chief Executive Officer to who is delegated the means of implementation.

It is a mandatory requirement that at each Board of Director serve at least eight hours per month with the Union City Chamber of Commerce, at Board Meetings, Committee Meetings, event/programs and in the form of hands-on involvement in the successful execution of fundraising and community-service, programs and activities.

In addition to the eight hours per month, each Board of Director will exercise the duties and responsibilities of the office with integrity, responsibility and due care. Each Board of Director will pledge:

1. To establish as a high priority, attendance at all meetings of the Board and Board committees on which they serve. Article IV, Section 2 of the by-laws states:
A member of the Board who is absent from three (3) consecutive regular board meetings may be automatically removed from the Board. A member who is absent from a total of (4) regular board meetings in a calendar year may be automatically removed from the Board.
2. To come prepared and contribute to the discussion of the issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.
3. To represent the Chamber in a positive and supportive manner at all times and in all places, recognizing the share of equal responsibility for all Board decisions, acts of negligence, and failure to protect memberships funds. Therefore, all Board Members are held accountable for any actions that may negatively impact the membership as a whole.
4. To observe the parliamentary procedures outlined in Roberts Rule of Order and display courteous conduct in all Board and committee meetings. Will be prepared to Call to Order or Censure, those fellow Directors who fail to observe these standards.

**UNION CITY CHAMBER OF COMMERCE
BOARD OF DIRECTOR
RESPONSIBILITIES
CONTINUED**

5. To refrain from intruding in administrative issues that are the responsibility of the Operations Management, except to monitor the results and prohibit methods not congruent with Board policy.
6. To avoid conflicts of interest between the position as a Board Member with personal and professional life. In such voting matters in which there is a conflict, the Board of Director will advise the Board, and abstain from voting on that item.
7. To support, in a positive manner, all actions taken by the Board of Directors, even in a minority position on such actions. To maintain confidentiality regarding all Board discussions, business, and decisions, that are not a matter of public record, entered into Official Meeting Minutes.
8. To agree to serve on at least one committee, attend committee meetings, and participate in the accomplishments of its objectives. If serving as a Chair, will:
 - a. Call meetings regularly until objectives are met;
 - b. Insure that the agenda and support materials are mailed to all members in advance of the meetings;
 - c. Conduct the meetings in an orderly, fair, open and efficient manner; and make committee progress report/minutes to the Board of Directors at scheduled meetings, using the adopted format.
9. To participate in (a) the annual strategic planning meeting, (b) Board surveys and or self-evaluation programs, and (c) Board development workshops, seminars, and other educational events meant to enhance a Board Member skills.
10. To support Chamber activities by attending the majority of Chamber events including mixers, membership luncheons, workshop/seminars, fund-raisers etc., and advising the Board President at those times when one will not be able to attend.
11. To promote membership in our Chamber by seeking and contacting prospective members and sharing the benefits of the Chamber Membership with them.

If for any reason, I find myself unable to carry out the above duties, I agree to resign my position as a member of the Board of Directors of the Union City Chamber of Commerce.

Print Name

Date

Signature