



### Board Member Commitment Form

As a member of the Board of Directors, I agree to the following:

#### Organizational Knowledge and Participation

- I will read and be familiar with the organization’s bylaws, mission, committee structure, policies and procedures and marketing materials.
- I will read materials distributed prior to meetings and provide information requested by officers, committee chairs, and staff no later than the date given in the request.
- I will be an active participant at board and committee meetings, will provide reports in a timely manner, and will accept leadership roles when called upon, if possible.
- I will participate in and support chamber funded programs such as the Success In Business, Business After Hours and Plano First Quarterly luncheons, whenever possible.
- I will avoid all conflicts of interest or appearance of a conflict.
- I will assist in short and long-range planning activities for the Chamber.
- I will do my part to ensure effective fiscal controls and accountability, as well as approve an annual budget.

#### Attendance Commitment

- To be a contributing board member, it is expected that I will attend board meetings. In the event I cannot attend a board meeting, I will notify the President in advance of the meeting in order to prevent unexcused absences.
- I will make every effort to attend meetings of any committees of which I am a member.
- I will make every effort to attend chamber sponsored events such as the quarterly luncheons, Best of Plano, golf tournaments, Chairman’s Council breakfast meetings and Ribbon Cuttings.
- In the event I cannot attend a committee meeting or an event, I will notify the Chair, staff liaison or committee chair in advance.

#### Financial Commitment

- I will maintain a membership in the chamber and will submit my renewal payment on time.
- I will identify and solicit prospective new members or turn that contact information over to the chamber sales team.
- I will actively solicit donations on behalf of the chamber and support development initiatives and fundraising campaigns.
- I will purchase tickets or buy a table at events.

#### Advocacy

- I will promote the mission and goals of the chamber and will work to build positive relationships within the community on behalf of the organization.
- I will stay informed about current issues affecting the chamber and will be a public advocate for solutions that support the chamber’s mission and goals.
- I will support the decisions of the board and advocate its actions within the community.

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**Printed Name**

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**Title**

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**Signature**

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**Date**

**BOARD INFORMATION FORM**

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

Company: \_\_\_\_\_

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

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

Work: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
(Email preferred for Board communication)

Which is the BEST number to reach you at? Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Twitter/Facebook/Linkedin Profiles: \_\_\_\_\_

Birthday: \_\_\_\_\_ / \_\_\_\_\_ Partner/Spouse's Name: \_\_\_\_\_  
Month Day

Do we have permission to include your contact information (Name and Company Name only) on our website BOD directory?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Areas of Interest for Committee/ Task Force Service (Please choose at least one area):

- |   |  |
|---|--|
| <input type="checkbox"/> Marketing  | <input type="checkbox"/> Advocacy/ Public Policy |
| <input type="checkbox"/> Events   | <input type="checkbox"/> Membership Development  |
| <input type="checkbox"/> Board Management<br>(Finance / Bylaws/ Strat Planning) | <input type="checkbox"/> Member Benefits         |

All board members must be members of the Plano Chamber in good standing at all times. Are you the primary contact regarding your membership? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, who can we talk to regarding membership dues, renewal, etc.? Name: \_\_\_\_\_ Email: \_\_\_\_\_

***The following information is for our confidential records only.***

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

City/State/Zip \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Board of Directors Code of Conduct

Members of the Plano Chamber of Commerce (“Chamber”) Board of Directors (“Board”) agree:

- To act in the best interest of, and fulfill their obligations to, the Chamber and its constituents-members;
- To act honestly, fairly, ethically and with integrity;
- To disclose any potential conflicts of interest that they may have regarding any matters that may come before the Board, and to abstain from discussion and voting on any matter, in which the director has or may have a conflict of interest;
- To conduct themselves in a professional, courteous and respectful manner;
- To comply with all applicable laws, rules and regulations;
- To act in good faith, responsibly, with due care, competence and diligence, without allowing their independent judgment to be subordinated;
- To act in a manner to enhance and maintain the reputation of the Chamber;
- To make available to and share with directors any information that may be appropriate to ensure proper conduct and sound operation of the organization’s governance and management;
- To maintain the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information;
- To avoid conflicts of interest and to not utilize their Board position for personal advantage;
- To not use proprietary information acquired in the course of service for personal advantage;
- To not violate any federal, state or local laws governing the organization and to understand and adhere with all governing documents applicable to the organization.

A director who has concerns regarding compliance with this Code of Conduct should raise those concerns with the Chairman of the Board and/or the Board Nominating Committee. In the extremely unlikely event that a waiver of this Code for a director would be in the best interest of the Chamber, it must be approved by the unanimous vote of the Board.

Directors of the Chamber may conduct business with the Chamber provided that the business relationship is fully disclosed to the Board and provided that the interested Director abstains from voting on any motion, resolution, etc. pertaining to the business transactions.

Directors will annually sign a confirmation that they have read and will comply with this Code.

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**Printed Name**

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**Signature**

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**Date**



## **Conflict of Interest Statement**

As a member of the Board:

- 1) I agree to readily disclose any potential conflict of interest, making it a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
- 2) I agree to readily disclose any related party transactions that occur with the Chamber.
- 3) I agree that I will not vote or use my personal influence on any matter, which might constitute a conflict of interest. I will ensure the minutes of any meeting where this might occur duly show that I have abstained from voting due to the potential of occurrence of a conflict of interest.
- 4) I understand that I may state my opinion or position on any matter described above or answer pertinent questions to which I may lend my expertise, so long as I abstain from a board vote on the matter.

This Conflict of Interest Statement is reviewed with board members each year and a signed copy is kept on file.

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**Printed Name**

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**Signature**

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**Date**