



**MEMORANDUM OF UNDERSTANDING
FOR SERVICE ON THE BOARD OF DIRECTORS
OF THE SEDONA CHAMBER OF COMMERCE**

Thank you for expressing a desire to serve on the Sedona Chamber of Commerce Board of Directors. Please thoroughly review the following duties and responsibilities of Board Members:

1. Be a Chamber of Commerce and Tourism Bureau Member in good standing.
2. Attend monthly board meetings, normally scheduled at 7:30 AM on the third Thursday of each month.
3. Attend, to the best of your ability, any interim board meeting(s) which may be called.
4. Attend a one to two day board orientation normally held the first weekend in December. The orientation is to plan for the next fiscal year. Newly elected board members will be provided an in-depth workshop regarding roles and responsibilities.
5. Support the goals, objectives and policies of the Chamber by participating in activities such as, monthly mixers, the Home & Business Show, the annual meeting, and board retreat.
6. Support and participate in fundraising activities designed to enhance Chamber projects.
7. Assist in recruiting new members, retaining existing members, and in the enhancement of the image of the Chamber and its divisions in the community.
8. Support the programs and projects of the Chamber of Commerce, Tourism Bureau and Film Office.
9. Maintain the level of confidentiality required at all times.
10. Agree to work only for the good of the entire membership and community on any and all issues, always considering the long term benefits as well as consequences of any board decision.

Your signature, where indicated, constitutes your understanding and commitment to develop the necessary time required to fulfill the above responsibilities. The term of service which you desire to fill will expire the end of December 2014.

Acceptance:

Signature

Date

Please return this signed MOU with your biography and photo no later than Monday, September 12, 2011. Bios and photo should be sent to admin@sedonachamber.com.