



Board of Directors Interest Form

- Please provide the following:

Name:

Employer:

Job Title:

Phone:

Email:

- Why are you interested in serving on the Board?

- Please check the box to confirm that you are able to commit sufficient time and energy to Board service and that your employer will support your activities. (For more information, please refer to the attached *Expectations and Standards for the Board of Directors*. The Board anticipates holding four meetings each year. Each Board member must serve on at least one Board Committee and should plan to regularly attend Chapter events. Directors are elected to serve for 2-year terms.)

- What relevant skills and experience do you bring?
- What area interests you most? (Please see the attached *Officers Duties and Board of Directors Committees and Duties*)
- Briefly describe your professional background.
- What ACC or ACC Arizona Chapter events have you attended in the last 12 months?
- Please describe your involvement in other volunteer organizations.
- Please list any additional information you would like the Board to consider.

Thank you for your interest in joining the ACC Arizona Chapter Board of Directors!



Expectations and Standards for the Board of Directors

All members of the Board of Directors of the Arizona Chapter (the "Chapter") are expected to discharge their duties to the best of their abilities, including adherence to the following expectations and standards:

- To understand and support the mission and purposes of the Chapter, including service to members, maintaining a relationship with the global ACC organization, and ensuring the current and future operation of the Chapter.
- To ensure adequate resources to support the Chapter's mission, including active involvement in fundraising efforts, including sponsorship campaigns, member outreach and special events, whether for specific purposes or general operations.
- To carefully prepare for, regularly attend, and actively participate in Board meetings. All Board members are expected to attend all regular Board meetings and the Annual Meeting of Members in September.
- To actively engage with Chapter members by attending at least four (4) monthly member meetings.
- To attend as many of the activities and functions of the Chapter (including CLE, Socials, and Community Service Events) as possible throughout each fiscal year.
- To conduct their personal affairs in such a manner as to avoid any possible conflict of interest with their duties and responsibilities as a member of the Board and to annually affirm this commitment through signing the Chapter's Conflict of Interest Statement.

Officers and Duties

Officer	Duties
President	<ul style="list-style-type: none"> • Oversees all Chapter activities • Presides at all Chapter meetings • Ensures compliance with ACC HQ requirements • Participates in ACC HQ President calls
Vice President	<ul style="list-style-type: none"> • Supports and assists President • Automatically moves to President after one year
Treasurer	<ul style="list-style-type: none"> • Manages, maintains and secures all financial records, accounts and assets • Develops Chapter budget for Board approval • Sits on the Sponsorship & Program Committee • Ensures compliance with ACC HQ Chapter Financial Policies • Files Annual Financial Report with ACC HQ • Participates in ACC HQ Treasurer calls
Assistant Treasurer	<ul style="list-style-type: none"> • Supports and assists Treasurer • Sits on the Sponsorship & Program Committee • Automatically moves to Treasurer after one year
Secretary	<ul style="list-style-type: none"> • Takes minutes at Board meetings • Maintains Chapter records according to ACC HQ Records Retention Policy • Leads annual member meeting • Files the Chapter Leadership Report with ACC HQ
Past President	<ul style="list-style-type: none"> • Advises current President

Board of Director Committees and Duties

Committee	Committee Composition	Duties
<p>Nominating</p> <p><i>Minimum of five (5) members</i></p>	<ul style="list-style-type: none"> • Maximum of two (2) Chapter Board members serving as Chair & Vice Chair • Minimum of three (3) Chapter Members not currently serving on Chapter Board of Directors 	<ul style="list-style-type: none"> • Recruit Chapter leaders from membership • Propose a slate of officers and directors for member vote at annual meeting
<p>Sponsorship & Programs</p> <p><i>Minimum of three (3) members</i></p>	<ul style="list-style-type: none"> • Three (3) Chapter Board members serving as Chair & 2 Vice Chairs • Treasurer • Assistant Treasurer • Chapter Members may serve on this committee 	<ul style="list-style-type: none"> • Prepare and submit the following to the full Board for approval: <ul style="list-style-type: none"> ▪ Sponsorship Plan <ul style="list-style-type: none"> - Create categories of sponsorship ▪ Propose prices for sponsorship categories ▪ Create CLE Programs & Meeting Plan, including <ul style="list-style-type: none"> - Annual slate of CLE topics - Venue selection - Meeting schedule and format(s) - Propose prices for Annual Passes and all categories of registration fees ▪ Budget projecting net income from Sponsorship & Program activity • Maintain strong relationships with existing sponsors • Attract new sponsors • Solicit CLE topic ideas from Chapter members
<p>Membership</p> <p><i>Minimum of three (3) members</i></p>	<ul style="list-style-type: none"> • Two (2) Chapter Board members serving as Chair & Vice Chair • Chapter Members may serve on this committee 	<ul style="list-style-type: none"> • Identify potential new members • Welcome new members • Contact lapsed members • Recognize member milestones • Support the formation of member networks • Survey members to help align Chapter activities with member expectations • Assign a committee member to welcome attendees at all Chapter meetings
<p>Communications</p> <p><i>Minimum of three (3) members</i></p>	<ul style="list-style-type: none"> • Two (2) Chapter Board members serving as Chair & Vice Chair • Chapter Members may serve on this committee 	<ul style="list-style-type: none"> • Create and actively manage the Chapter's social media accounts • Develop content and publication of a Chapter newsletter • Work on the Annual Arizona Corporate Counsel Awards event • Find opportunities to highlight the Chapter in the community
<p>Audit</p> <p><i>Minimum of two (2) members & maximum of five (5) members</i></p>	<ul style="list-style-type: none"> • Two (2) Chapter Board members serving as Chair & Vice Chair • President, Vice President, Treasurer & Assistant Treasurer shall not sit on this committee • Chapter Members may sit on this committee 	<ul style="list-style-type: none"> • Conduct Annual Review Chapter Financial Records • Report to Full Board due 60 days after the close of the fiscal year