



## **Eligibility Criteria and Process for Loudoun Chamber Board Nominations**

The following criteria will be considered by the Loudoun Chamber's Governance Committee for determining a nominee's eligibility for nomination to serve on the Board of Directors.

- **Membership** – Must be a Loudoun Chamber member or employee of a member in good standing.
- **Diversity** – Representation of an underrepresented demographic, industry, or geographic area.
- **Engagement/Leadership** – Volunteer engagement with the Chamber, with an emphasis on leadership engagement.
- **Expertise/industry/network** – Expertise they can lend the Chamber, whether they represent an underrepresented yet important local industry, do they represent a specific network that is important to the Chamber.
- **Financial Investment** – The level and duration of financial investment individually and/or their organization including member and sponsor recruitment.
- **Tenure** – Must be actively engaged with the Chamber for no less than two years.

### **Annual Nomination process:**

- 1) Nominations can be made by any member of the Loudoun Chamber in good standing.
- 2) The nomination process opens on the first Business Day in September and closes at 5 pm on September 30<sup>th</sup> each year.
- 3) Nominees will be notified and invited to apply as soon as their nomination is received.
- 4) The deadline to apply is 5 pm on October 7<sup>th</sup> each year.
- 5) On an annual basis, the Governance Committee will receive and evaluate the applications and propose a ballot of nominees to the Board of Directors, at the Board's October meeting.
- 6) Nominations must be made using an online Nomination Form. The Nomination Form will be distributed to the membership via e-mail and posted on [www.loudouchamber.org](http://www.loudouchamber.org).
- 7) The Nomination Form will include:
  - a. Name, Organization, Contact information.
  - b. List of Chamber volunteer activities.
  - c. List community-based volunteer activities.
  - d. Reason why nominee meets criteria.