



## 2012 Board of Directors Guidelines

Serving on the board of directors for the Valley Industry and Commerce Association (VICA) is a fun and rewarding experience. With the generous support and energy of our board members, VICA continues to act as an advocate for the San Fernando Valley business community. Your leadership and participation in VICA is greatly appreciated.

### Board responsibilities include:

- Annual Board Dues: In addition to your annual membership dues, board members are required to pay \$1,000 for annual board fees
- Attendance: Board members should regularly attend board meetings (at least 75 percent of the time) and be prepared and available to vote on a variety of public policy issues
- Availability: If asked, Board members are asked to be available to VICA staff and volunteer leaders to share knowledge, expertise and resources
- Participation: Board members (or members of your respective organizations) are urged to attend and participate in at least one of VICA's issues, ad-hoc or event committees
- Membership: Provide the VICA membership committee with three (3) VICA prospects each calendar year
- Advocacy: Help VICA gain access to public officials and communicate VICA's business perspective. Your support may include calling and writing lawmakers, attending press conferences, testifying, authoring editorials and interacting with other top opinion leaders
- Programs and Events: Attend events and programs by purchasing sponsorships and tickets and by inviting prospective new members to VICA activities

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In addition to a position on the VICA Board of Directors, the following leadership opportunities are also available for the 2012 administrative year. Please check all positions where you have an interest.

**Leadership Positions of Interest**

- Chairman of the Board
- First Vice Chairman
- Second Vice Chairman
- Treasurer
- General Member of the Executive Committee
- General Board Member, only

**Committee Chairman & or Co-Chairman** (check the committees you are interested in chairing/co-chairing)

- |   |  |
|---|--|
| <input type="checkbox"/> Aviation           | <input type="checkbox"/> Environ/Energy/Utilities    |
| <input type="checkbox"/> Education          | <input type="checkbox"/> Entertainment               |
| <input type="checkbox"/> Health Care        | <input type="checkbox"/> Land Use                    |
| <input type="checkbox"/> Government Affairs | <input type="checkbox"/> Membership                  |
| <input type="checkbox"/> Transportation     | <input type="checkbox"/> Other Committee (list here) |

**Complete, sign and return this form to VICA via EMAIL ([jessica@vica.com](mailto:jessica@vica.com)) or FAX 818.907.7934 no later than **Friday, September 30, 2011****

- Yes, I am interested in serving as a member of the Board of Directors and other leadership positions as checked above
- No, I am unable to participate this year

Printed Name: \_\_\_\_\_

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