



Lake Buchanan/Inks Lake Chamber of Commerce and Visitor Center Board of Directors Information Guide

Thank you for your interest in applying for a position on the Lake Buchanan/Inks Lake Chamber of Commerce and Visitor Center Board of Directors. This guide will give you good information on our expectations and needs as you go through the board application and recruitment process.

The purpose of the Lake Buchanan/Inks Lake Chamber of Commerce and Visitor Center is to advance and promote the commercial, industrial and civic welfare of the Lake Buchanan/Inks Lake area and its trade territory. Therefore, the Chamber is responsible for our members and marketing and supporting their business needs.

Our Board of Directors is an active governance board who works within our community in partnership with our Chamber Director to meet the needs of our community and its members. Our membership is varied, comprised of a number of local businesses from Bertram, Burnet, Buchanan Dam, Bluffton, Tow, Burnet County, Kingsland, Llano County and the City of Llano. We also offer non-profit and individual memberships and serve as a social, education and networking hub for many of our members.

Our expectations for all our Board of Directors At-Large Members include:

- Prepare for and attend monthly board meetings. Preparation includes preparing committee and board reports, reading the board packet, and coming to board meetings prepared to ask questions and participate and vote on matters.
- Participate in thoughtful discussions and respectful debate with a solution-oriented mindset.
- Attend monthly Chamber mixers, 5-7 of the 10 per year.
- Attend Chamber events in the community as their schedule allows.
- Be a Chamber Ambassador and talk up the mission, purpose, goals and objectives to the community.
- Recruit prospective new Chamber members, at minimum 5 annually.
- Sign up and participate on committees, standing or special, and/or events.
- Commit to a minimum one, two-year term.
- Support board decisions even when they voted against them.
- Join the Chamber as a Member either via their Business or as an Individual.

All Board Members have Duty of Care, to act as a reasonably prudent person would in a similar situation, which means being informed and making decisions in good faith; Duty of Loyalty, to act in the best interest of the organization, placing its welfare above any personal or other conflicting interests; and Duty of Obedience, to act in accordance with the organization's mission, its governing documents and applicable laws and regulations.

All board members have three primary roles: strategic, governance and fiduciary.

Our timeline for board applications, interviewing, onboarding and planning is strategic and aggressive.

- Timeline:
 - October 20th: Release board application link to application form on website and social media.
 - November 2nd: Close board applications.
 - We will contact prospective applicants and set up interviews between November 3rd and November 10th.
 - November 21st: Email sent out inviting new board members to join the board.
 - December 1st – December 10th: New Board Members Onboarding
 - December 13th: 2026 Planning Meeting, Executive Board Determined
 - January 15th: 1st Board Meeting of the Year; Prep for Annual Membership Meeting
 - January 22nd: Annual Membership Meeting; Present the new Board of Directors.

To learn more about our Chamber of Commerce and Visitor Center, please visit our website at <https://www.buchanan-inks.com>.

If you would like to volunteer with the Chamber as opposed to applying as a Board Member, we are launching our Chamber Ambassadors program in the next few weeks. Please email the Chamber Director, Jeri Devereaux, at buchinksoffice@gmail.com for more information on the Chamber Ambassador program.

We appreciate your interest!