

**To:** All members of the Tompkins County Chamber of Commerce  
**From:** Kelli Cartmill, Baywood Hotels  
*Chair of the Chamber Nominating Committee*  
Jennifer Tavares, *Chamber President*  
**Date:** September 6, 2023

**We are writing to ask for your assistance. To continue to have a great Chamber & CVB, we need to have a strong, dedicated, and diverse Board of Directors.** The Chamber's Nominating Committee is seeking your help to find qualified candidates for the Board of Directors. Other members of the Nominating Committee are board members Jeff Matteson (TST BOCES), Susan Riley (Cornell), Rachel Hogancamp (Rasa Spa), and Kellyann O'Mara (M&T Bank), as well as general Chamber members Laura Winter Falk (Experience! The Finger Lakes) and Marshall McCormick (Fingerlakes Wealth Management).

Please consider whether someone within your business or organization would be interested in serving on the Chamber's Board. **We have exciting opportunities and much good work to do—and we need your input and support!** We will have **10** positions on the ballot this year; seven are for three-year terms, one for a two-year term, and two for a one-year term. In contested elections, the candidate with the most votes will receive the three-year term, and the second place the two-or one-year term.

- The seats are categorized by industry in proportion to our membership, and there are 25 voting members of the board.
- Current sitting board members are running for either their first full term or second term in some open positions, which are noted on the summary that follows.
- The Chamber's bylaws allow board members to serve for two full three-year terms, but no more than seven years total.
- **We especially welcome nominations in the tourism, finance, industry, and at-large categories this election cycle.**

Board members are responsible for setting policy for the organization, approving the budget and plan of work, and have fiduciary responsibility. Board members also serve on one or more Chamber or CVB committees, attend events, and contribute to the Chamber as event or auction sponsors and CVB as tourism partners.

**The Tompkins Chamber & CVB Board of Directors and staff seek board members who share our commitment to fostering a healthy economy, a vibrant destination, improving our quality of life, and to advancing diversity, equity, and inclusion.**

For more information, please call the Tompkins Chamber at 607-273-7080 or email Carly Hansen at [chansen@tompkinschamber.org](mailto:chansen@tompkinschamber.org).

## Available Seats for 2024-2026 Board Term

- 1 seat**      **Small Business & Service (7 seats total)** - Small businesses and microenterprises with less than 50 employees in any sector (*this is a three-year term*)
- 2 seats\***      **Education (3 seats total)** — Educational institutions, educators (*current board members intend to run, three-year terms*)
- 1 seat**      **Finance (3 seats total)** — Financial institutions, large stockbroker and investment firms, large insurance agencies (*this is a three-year term*)
- 2 seats\***      **Large Business (3 seats total)** — Major employers and large businesses over 50 employees in any sector (*current board members intend to run, three-year terms*)
- 2 seats**      **Tourism (2 seats total)** — Hotels, motels, tourist services, travel agencies, theaters, marine services and campgrounds (*one three-year and one two-year term*)
- 1 seat**      **Industry (2 seats total)** — Manufacturers, food processors and high tech (*one-year term*)
- 1 seat**      **At Large (2 seats total)** — Represents any of the above sectors (*this is a two-year term*)

*(An asterisk \* means that at least one current board member is eligible to run for a seat in this classification. Notes indicate sitting board members running for a second term.)*

**Candidates must be active members in good standing.** Only written applications listing qualifications will be accepted. The Nominating Committee will review the requests and will also search for potential candidates. They will prepare a slate of candidates for consideration by the Board and the membership. A ballot will be sent to all voting members in early November, based on voting allocation per member as dictated by the Chamber bylaws.

**To apply to the Nominating Committee please completely fill out the [Application for Board of Directors Nomination](#) on the following page, provide a short bio and headshot, and return it to the Chamber by email ([chansen@tompkinschamber.org](mailto:chansen@tompkinschamber.org)) or by mail to 124 Brindley Street, Ithaca, NY 14850 by **September 28<sup>th</sup>, at 4 p.m.****

**PLEASE SUBMIT a short paragraph or two as a bio, plus a headshot.** *These will help the membership get to know candidates better before completing the voting process.*

**Any questions,** please call 607-273-7080 or email Carly at [chansen@tompkinschamber.org](mailto:chansen@tompkinschamber.org)

**Attached:**      Application for Board of Directors Nomination

# APPLICATION FOR TOMPKINS CHAMBER BOARD OF DIRECTORS NOMINATION

**YES**, I would like to be considered as a candidate for the \_\_\_\_\_ category position on the Board of Directors of the Tompkins County Chamber of Commerce. I certify that I am a member in good standing and have been a member for at least one year. I further understand that as a member of the Board, I will need to attend regularly scheduled monthly meetings, special meetings called by the Board Chair, as well as Chamber functions and events. I also understand that I will be asked to serve on a committee of the Chamber as a liaison to the Board and will from time-to-time work on special projects.

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

A brief bio of experiences and qualifications I would bring to the Board are listed below:

I. EDUCATIONAL BACKGROUND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

II. PROFESSIONAL BACKGROUND: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. AFFILIATIONS (CLUBS, ORGANIZATIONS): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. HOBBIES & INTERESTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. CURRENT CHAMBER INVOLVEMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VI. MY AMBITIONS FOR THE CHAMBER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VII. WHY I THINK I AM QUALIFIED TO SERVE AS A BOARD DIRECTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please complete and submit this form as well as a short bio and headshot to:**

Kelli Cartmill, Nominating Committee Chair, Tompkins County Chamber of Commerce, 124 Brindley Street, Ithaca, NY 14850  
or by email to [chansen@tompkinschamber.org](mailto:chansen@tompkinschamber.org) by **Thursday, September 28<sup>th</sup>, 4 p.m.**