



West Hollywood Small Business Foundation

The Philanthropic Arm of the West Hollywood Chamber of Commerce

Board Member Responsibilities

Serving on the Board of the West Hollywood Small Business Foundation is an opportunity to help shape the future of West Hollywood's small business community. Our board is a working board. We are not simply advisors—we are active participants in designing programs, cultivating partnerships, securing resources, and ensuring the Foundation fulfills its mission. Governance Board members are responsible for providing strategic leadership and fiduciary oversight to the Foundation.

Board members are expected to:

- Uphold the Foundation's mission, purpose, and bylaws.
- Exercise sound judgment in organizational and financial decision-making.
- Act in the best interests of the Foundation and avoid conflicts of interest.
- Maintain confidentiality when appropriate.
- Serve as ambassadors for the Foundation throughout the community.

Participation

Board members are expected to be active contributors. This includes:

- Attending monthly board meetings and the annual planning session.
- Participating on at least one standing or ad hoc committee.
- Come prepared for meetings by reviewing materials in advance.
- Taking ownership of assignments and following through on commitments.
- Actively participating in discussions, planning, and decision-making.

Board members who miss three consecutive meetings may be removed in accordance with the bylaws.

Term

Newly elected Board members will initially serve a one-year term. Upon successful completion of that term, Board members may be elected to a regular three-year term as the Board establishes staggered terms.

Resource Development

Every board member shares responsibility for the Foundation's financial health. Each Board member is expected to satisfy the Foundation's **annual \$1,000 "Give or Get" commitment**, which may be fulfilled through one or a combination of:



- A personal financial contribution.
- Securing sponsorships or donations.
- Obtaining grants.
- Procuring in-kind goods or services that offset Foundation expenses.

Equally important is helping cultivate relationships with individuals, businesses, foundations, and public agencies that can support the Foundation's work.

Program Leadership

Board members are expected to contribute their expertise, experience, and networks to advance the Foundation's initiatives. Depending on their interests and skills, this may include:

- Developing new programs and services.
- Assisting with workshops, networking events, and community initiatives.
- Building partnerships with businesses, nonprofits, government, and philanthropy.
- Identifying emerging needs within West Hollywood's small business community.
- Helping evaluate and improve the Foundation's impact.

Representation

Board members represent the Foundation in the community. They are expected to demonstrate professionalism, integrity, respect, and collaboration while helping build trust with residents, entrepreneurs, businesses, nonprofit organizations, civic leaders, and funding partners.

Who Thrives on This Board

Our strongest board members are people who:

- Enjoy building and creating.
- Think strategically while being willing to roll up their sleeves.
- Follow through on commitments.
- Work well with diverse perspectives.
- Believe that strong communities are built through collaboration.
- Want to leave West Hollywood stronger than it was when they found it.

The Foundation is in a period of growth and renewal. Serving on the Board is an opportunity to help build an organization that expands opportunity, cultivates leadership, and strengthens the long-term vitality of West Hollywood's small business community.

If this sounds like you and you are ready to be considered for an open position on the WHSBF's Board of Directors, please click on: [Board Application](#) link to apply, or if you have questions about board service, email: info@wehosmallbusinessfoundation.org.