



## INTRODUCTION CHAMBER & DWA EMPLOYMENT

Dear Applicant –

The Westfield Chamber of Commerce (WCC) and the Downtown Westfield Association (DWA) seek motivated, engaged, and talented professionals and/or community members who want to make a meaningful impact in Westfield, Indiana.

As independent non-profit organizations, the WCC and DWA have two separate boards and one cohesive Staff. We are eagerly seeking talented individuals with relevant skills and experience to help us meet the evolving needs of our growing organizations and serve our thriving and expanding community.

Why work with us? We firmly believe that joining the Westfield Chamber and DWA staff is more than just a job – it's an opportunity to give back to our community, forge lasting working relationships, achieve personal and professional leadership goals, and advance your career in a supportive environment.

Enclosed in this packet, you will find the following documents:

- a. Application
- b. Commitment Statement
- c. Conflict of Interest Form

**The job description for each position available will be a separate document and is not included in this application packet.**

Here is a basic outline of the application process:

- a. Return the completed application to [info@westfieldchamberindy.com](mailto:info@westfieldchamberindy.com) along with your resume. A cover letter does not need to be provided.
- b. The CEO will review the application.
- c. Applicants may be invited to participate in a virtual interview with the CEO.
- d. If selected as a finalist, the applicant would be invited to participate in an in-person interview with the CEO and members of the Staff and/or Board of Directors.
- e. If selected for the position, a criminal background check will be conducted.
- f. Once the background check is cleared, an offer letter will be extended.
- g. The new staff member would be asked to join the Staff as soon as possible.

After reviewing the enclosed materials, please do not hesitate to contact us if you have any questions about the position. We hope you will give this opportunity strong consideration.

Thank you,

A handwritten signature in black ink that reads "Slatour".

Steven Latour

Chief Executive Officer, Westfield Chamber & DWA  
[slatour@westfieldchamberindy.com](mailto:slatour@westfieldchamberindy.com)



# APPLICATION CHAMBER & DWA EMPLOYMENT

Please return the completed application to [info@westfieldchamberindy.com](mailto:info@westfieldchamberindy.com).

## OUR VISION

Building a vibrant and prosperous community through business leadership.

## OUR PURPOSE

The Westfield Chamber is the leading organization that serves Westfield, regional businesses, and community prosperity through advocacy, access to leaders, economic development, connectivity, and business education.

## OUR CORE VALUES

Support. Unite. Lead.

The Chamber will invest significant time, talent, and treasure to ensure the Westfield Chamber remains relevant, replicable, and recognizable for all partners and members. The Chamber is committed to providing visionary community leadership to support, unite, and lead our partners and members. It is our duty and honor to develop good leaders who are courageous, innovative, and strategic.

## APPLICATION

Is your current place of employment a member of the Westfield Chamber?

Yes       No

First and Last Name \_\_\_\_\_

Current Place of Employment \_\_\_\_\_

Position with Company \_\_\_\_\_

Year(s) with Current Employer \_\_\_\_\_

Previous Employer \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

College Alma Mater (If Applicable) \_\_\_\_\_

Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## BACKGROUND

Have you worked for a Chamber or downtown association previously?

Yes       No

If Yes, where have you served? \_\_\_\_\_



Have you worked for a non-profit organization?  Yes  No

If Yes, where have you served? \_\_\_\_\_

Have you served on a non-profit board of directors?  Yes  No

If Yes, where have you served? \_\_\_\_\_

What education/skills could you contribute to the team? (Please check all that apply)

- Business Management       Fundraising       Real Estate/Property Mgmt.
- Community Leadership       Government/Political Acumen       PR/Communications
- Education/Training       Healthcare Admin/Policy       Quality/Risk Mgmt.
- Finance/Accounting       Event Planning       Strategic Planning
- Governance/Leadership       Legal       Technology
- Human Resources       Other \_\_\_\_\_

**EMPLOYMENT EXPECTATIONS**

Do you desire a full-time position? (40 hrs. + weekly)  Yes  No

Do you desire a part-time position? (25-30 hrs. weekly)  Yes  No

Desired Annual Salary Range      \$ \_\_\_\_\_ - \$ \_\_\_\_\_

Any conflicts or current commitments (other than work) that may interfere with your ability to work from 9:00 am – 5:00 pm and attend chamber events or luncheons? Events may occur on the weekend or late into the evening a few times yearly. However, this is not typical.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT QUESTIONS**

**Please only use the space provided below.**

Please describe your role within your current place of employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work for the Westfield Chamber and DWA?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you feel you can contribute to the success of the Chamber & DWA?



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In twenty-five words or less, please describe your interest in and understanding of the vision and purpose of the Westfield Chamber.

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Have you ever been convicted of a crime or felony?  Yes  No

Has any disciplinary action been taken against you while serving on the Staff, a board of directors, or any volunteer position?  Yes  No

If selected to join the Staff, do you give the Westfield Chamber & DWA consent to run a criminal background check?  Yes  No

SIGNATURE

I hereby attest that I have completed this application to the best of my ability and submit my name for consideration for employment with the Westfield Chamber of Commerce and the Downtown Westfield Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# COMMITMENT STATEMENT CHAMBER & DWA EMPLOYMENT

## OUR VISION

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## OUR PURPOSE

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The Chamber will invest significant time, talent, and treasure to ensure the Westfield Chamber remains relevant, replicable, and recognizable for all partners and members. The Chamber is committed to providing visionary community leadership to support, unite, and lead our partners and members. It is our duty and honor to develop good leaders who are courageous, innovative, and strategic.

## DWA PURPOSE

DWA is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c) (3) of the Internal Revenue Code. The Association shall be a not-for-profit association for the purpose of:

- a. Maintaining and enhancing the appearance, function, and business climate of the downtown Westfield area as identified in the Westfield Washington Township Comprehensive Plan (the "Downtown Area").
- b. To stimulate interest in and conduct cultural and educational activities in the Downtown Area for members of the public.
- c. To guide and promote development and redevelopment initiatives in the Downtown Area, and
- d. To promote cooperation and joint programs among the members of the Association, the City of Westfield, members of the public, and other interested organizations.



**EMPLOYEE COMMITMENTS**

I have read the Vision, Purpose, and Goals of the Westfield Chamber and DWA and can fully support them as an employee.

I will participate in an orientation session to understand the roles and relationships of the Staff, the duties and responsibilities, and the levels of responsibility of the Chamber.

I agree to devote the time required during my employment to carry out my duties and responsibilities and recognize that this may require hours outside of the traditional workday.

I recognize my responsibility to keep all discussions and activities regarding members or businesses confidential and publicly uphold all Chamber and DWA adopted positions.

As an employee, I should be scrupulous in disassociating all personal interests from the Westfield Chamber and DWA activities. I will bring any conflicts to the attention of my supervisor immediately.

I agree to attend the day-long annual board and staff retreat.

**SIGNATURE**

I hereby attest that I have completed this application to the best of my ability and submit my name for consideration for employment with the Westfield Chamber of Commerce and the Downtown Westfield Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CONFLICT OF INTEREST CHAMBER & DWA EMPLOYEE

## INTRODUCTION

Although legal definitions of conflict of interest exist in most state laws regarding not-for-profit organizations, they are typically specific and do not cover a wide variety of situations that may arise. According to the National Center for Non-profit Boards, "conflict of interest" arises whenever a board member or employee's personal or professional interests are potentially at odds with the best interests of the non-profits.

Almost every non-profit board faces a common conflict of interest concerns. In many situations, disclosure of the conflict or potential conflict is all that is required to resolve the problem arising from such an issue. Professional services performed by board members, employees, or consideration of a relative or friend for particular tasks – staff positions and otherwise – are common examples. Or the Chamber needs new computers, and a member of the board or employee's spouse owns a computer store, potentially providing items at discounts not obtainable somewhere else.

If the activity benefits the organization and the decisions are objective, they can be perfectly acceptable. In the vast majority of cases, the incidents are not illegal. They may, however, be vulnerable to misunderstanding or worse.

The problem is not necessarily the legality of the action but the perception that the activity is unethical or, at the very least, suspect. Given the importance of our members' perception of the Chamber to its mission, it is in our best interest to do everything possible to avoid even an appearance of impropriety. Our members' perceptions of our activities are extremely important.

Consequently, the purpose of a conflict of interest policy is to provide board members and Staff with information designed to help them recognize a potential problem and provide appropriate ways to deal with such. Toward that goal, the Westfield Chamber of Commerce and the Downtown Westfield Association have a variety of options, including the following Conflict of Interest Policy.

### Synopsis:

- a. Adopt a conflict of interest policy signed by each member upon joining the board or Staff that defines conflicts of interest and limits or prohibits certain actions by the board and/or Staff.
- b. Request that board members or Staff recuse themselves from decisions that could be perceived as presenting a conflict.
- c. Request that board members disclose potential conflicts upon joining the board or Staff at the time of hire if any conflict may arise during their term of employment so that other board members and Staff are aware of how another's interests may be potentially affected by decisions made.
- d. Establish disclosure as a normal process. E.g., "I'm a member of the Plan Commission, and since I'll be reviewing this proposal in the future, I need to remove myself from this discussion."



Establish competitive bid procedures to ensure the organization's business transactions are beyond reproach.

AGREEMENT

The standard of behavior at the Westfield Chamber of Commerce and the Downtown Westfield Association is that all Staff, volunteers, and board members avoid conflicts of interest between the interests of the Chamber, on the one hand, and the personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest and perceptions of conflicts of interest.

I understand that this policy's purposes are to protect the integrity of the Chamber and DWA's decision-making process, enable our constituencies to have confidence in our integrity, and protect the integrity and reputations of volunteers, Staff, and board members. Upon or before the election, hiring, or appointment, I will provide a list of any other groups on whose boards or committees I serve.

In the course of meetings or activities, should the board or a staff member be asked to make a decision that could affect my business or other affiliations, my family, and/or my significant other, Employer, or close associates, I will recuse myself from the discussion and vote.

As a Board or staff member, I understand that I may be provided with information about the Chamber and/or DWA, one of its members, or its Staff, that is, financial, personal, or both. I will respect this information's confidentiality and discuss it only with others who have likewise been entrusted with it for Chamber/DWA-related business.

Throughout the year, at a variety of events, the Chamber/DWA awards raffle prizes, monetary and otherwise. Although I may choose to participate by donating, I understand that I will be expected to use my best judgment in choosing to accept prizes during my tenure as a board or staff member.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the Chamber/DWA policy on conflict of interest and report that no situation in which I am involved could be construed as placing me in a position of having a conflict of interest with the Chamber or DWA except the following (**describe or write none**):

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Listed below are the companies in which I, or members of my immediate family, have an interest (ownership, work, consulting, contracted agreement, arrangement, affiliation, interest of any fiduciary nature) which could, in the future, lead to a conflict of interest with the Westfield Chamber of Commerce or Downtown Westfield Association.





Company Name	Type of Interest	Title (if applicable)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any future situation in which a possible conflict of interest may arise will be reported promptly in writing from myself to the CEO.

**SIGNATURE**

I hereby attest that I have completed this application to the best of my ability and submit my name for consideration for employment with the Westfield Chamber of Commerce and the Downtown Westfield Association.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date