



## BOARD OF DIRECTORS JOB DESCRIPTION

### Duties of the Board Members

1. Duty of Care: Actively participate in organizational planning and make sound, informed judgments.
2. Duty of Loyalty: Be faithful to the Chamber, avoiding conflicts of interest.
3. Duty of Obedience: Ensure compliance with all applicable laws and Chamber's governing documents; remain committed to the Chamber's mission.

### Goals of the Board

1. Ensure all committee functions are carried out successfully.
2. Recruit and involve the best available committee members.
3. Demonstrate loyalty and develop good working relationships within the community.
4. Gather broad input from the membership.

**Described briefly below are the duties and responsibilities of each member of the Chamber Board of Directors (Officers excluded). Since the policy of the Chamber of Commerce prescribes that each Board member shall also act as Board Liaison for one of the standing committees, this job description will also cover the duties and responsibilities of standing committee chairs.**

1. **Policy Development and Advice:** Each Director will assist in the development of policy for the Chamber of Commerce and advise the Executive Committee and staff on needed or desirable policy changes.
2. **Policy and Function Awareness:** Each Director will strive to gain complete awareness of all policies and functions of the Chamber of Commerce.
3. **Committee Liaison:** By appointment of the Chair of the Board, each Board member will be assigned as a Board Liaison of a Chamber standing committee.
4. **Committee Responsibility:** Each Director is expected to accept responsibility for his/her specific committee and ensure that all functions are carried out to successful conclusions.
5. **Business Plan Development:** Each Director will assist in "Business Plan Development" by actively participating in the Annual Planning Conference and proposing a sound Business Plan for his/her respective committee to accomplish.
6. **Committee Member Recruitment:** Each committee Chair/Co-Chair will recruit and involve the best available committee members to assist in carrying out their proposed program.
7. **Loyalty and Community Relations:** Each Director will demonstrate loyalty to the Chamber of Commerce and strive to develop good working relationships with all elements of the community.
8. **Member Input and Decision Submission:** Directors will show a willingness and a desire to gather broad input from the membership and submit to the members, for their decision, as many matters as they are willing to act upon.

### Additional Considerations

- **Attendance and Participation:** Directors are expected to attend all board meetings and actively participate in discussions and decision-making processes.
- **Conflict of Interest:** Directors must avoid conflicts of interest and disclose any potential conflicts to the board.

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<sup>1</sup> Approved by board 8.14.2024

- **Advocacy and Promotion:** Directors should advocate for and promote the Chamber of Commerce within the community and support its mission and objectives.

## **Roles of Officers**

- **Chairman of the Board.** Chief elected officer; preside at all meetings; assign responsibilities; determine committees and leaders.
- **Chairman-Elect.** Perform duties of the Chairman in their absence; head of the Program of Work; responsible for the Civic Auction.
- **Vice Chairmen.** Duties as indicated by their titles, jurisdiction over relevant committees.
- **Treasurer.** Safeguard funds; proper disbursement; monthly financial report to the Board.
- **President.** Chief Administrative and Executive Officer; Secretary to the Board; prepare notices, agendas, and minutes.

These additions can help ensure that expectations are clear and that all aspects of the role are covered.