



Functions of the Board Member

- Take an active role in discussing and developing all new policies and procedures for all chamber matters, including the chamber's annual operating budget and spending plans.
- Take an active role in reviewing and evaluating the major programs designed to serve the membership and committees.
- Prepare for each meeting by doing any homework necessary to be informed and to take an active role in the meetings.
- Make sure that your opinions and thoughts on all matters that come before the Board are presented in a way that represents the interests of the membership.
- Avoid any conflict between your personal interests as a citizen and your interests as a member of the chamber and Board of Directors.
- Estimated Annual Time Commitment*:

MONTHLY BOARD MEETINGS – 1 hour each

12 HRS

- **100% attendance expected.**
- Excused absences are allowed.
- Needs to be communicated to President or Chairman prior to meeting, unless there is an unforeseen emergency.

NETWORKING EVENTS – 1 ½ hours each

9 HRS

- **56% attendance expected.**
- Assumption is we will have at least 1 Ribbon-Cutting per month and 1 After Hours per month.
- Need to work with Directors/Prospective Directors to find what events they can attend to ensure proper representation.

EVENTS/FUNDRAISERS – 1 hour to 15 hours each

15 - 18 HRS

- Holiday Party – **1 hour expected.** Can work during set-up or clean-up.
- Crossroads Fest – **12 to 15 hours expected.** This equates to 4 or 5 shifts per Director. One of these shifts has to be from 7-10 p.m. or 10 p.m.-1 a.m. Saturday.
- Fund Raising Event – **4 hours expected.** Can work during set-up, during the event or clean-up.
- Annual Golf Outing – The Last Swing – **2 hours expected.** Either golf or attend the after hours event.

COMMITTEES – 4 hours to 10 hours each

EX. BOARD: 15 – 22 HRS
DIRECTORS: 11 – 16 HRS

- Each committee required to have Quarterly Meetings, but can meet more frequently during busier periods for Event Committees.
- Email communication on monthly basis for Ambassador Committee to ensure proper staffing at Chamber sponsored events.
- All Directors will serve on 2 Committees, functioning as Chair for one, and possibly the Co-Chair for the other.

ESTIMATED TOTAL ANNUAL TIME COMMITMENT:

DIRECTORS: 47 – 55 HRS
EX. BOARD: 62 – 77 HRS

All of the activities and tasks listed above may make things sound like you have agreed to take on a full-time job. To assure that this does not happen to you or other board members, boards have developed a greater reliance on working committees. By creating committees that focus on specialized aspects of the organization’s operational needs, board members are allowed to make valuable contributions to the success of the chamber without being **deeply involved** in every aspect of board business. The idea behind creating the committees is to allow a relatively small number of board members to become very familiar with one or two aspects of the organization’s operations.

These “few” then become the sources and/or create information on their committee’s area of focus for the entire Board of Directors. It is this information and its flow to the larger board that helps the board become more effective in carrying out its management and leadership responsibilities.

Overall, serving on the Chamber Board of Directors does not come without obligation. It carries a strong need for commitment on your part. Serving on a Chamber Board of Directors, however, should also be enjoyable, and rewarding, both personally and for your business.