

## Board of Directors Job Descriptions

### **Board Member**

**Summary:** The government and policy-making responsibilities of the Chamber shall be vested in the Board, which shall control its property, be responsible for its finances, and direct its affairs, subject to the provisions of the Articles of Incorporation.

Each director's term of office shall be for three years. Directors may be re-elected for a second three-year term.

**FIVE DIRECTORS WILL BE ELECTED IN DECEMBER 2017 FOR TERMS BEGINNING JANUARY 2018.**

### **Duties and Responsibilities:**

- Become familiar with the bylaws, mission vision and programs of the Carbondale Chamber to ensure a working knowledge and to ensure compliance with the goals of the organization.
- Ensure an understanding of the financial reports
- Attend monthly Board meetings and participate actively. Board meetings currently are set for 4 p.m. on the third Wednesday of each month.
- Serve on one or more Chamber committees.
- Elect, from within the board, officers of the Chamber in accordance with the bylaws.
- Ensure the best interest and care of the Chamber
- Review and adopt positions and policies on issues affecting the business community.
- Support the decisions of the Board before staff, volunteers and the public.
- Follow all conflict of interest and confidentiality policies of the Chamber.
- Attend as many Chamber luncheons, ribbon cuttings and other events as possible.
- Make every effort to participate in special board events including trainings and retreats.
- Be an active participant in recruitment of new members.
- Nominate potential recipients for the Chamber's annual awards.
- Assist with collection efforts when necessary.

Chamber bylaws require two candidates for each open board seat. The election of directors is governed by the Chamber Bylaws. To be considered as a candidate, members may be nominated or self-nominated. In order to appear on the ballot, members need to express their desire to run for a seat on the board in writing (email is acceptable) and submit a photograph and short biography to [les.odell@carbondaechamber.com](mailto:les.odell@carbondaechamber.com). **All nominations are due by November 3.**