

Position Description Outline

Title: Board of Directors

Purpose

To serve the board as a voting member, to develop policies, procedures and regulations for the operation of the Humboldt and District Chamber of Commerce; to monitor finances of the organization, its programs and performance.

Expected Meeting Attendance

- 1) Regularly attend Board meetings as scheduled.
- 2) Attend Board committee meetings if appointed.
- 3) Participate as an ad hoc committee member if appointed.
- 4) Attend Board development activities, when appropriate.
- 5) Represent the Humboldt and District Chamber of Commerce at formal functions as requested or invited.
- 6) Attend and participate in Chamber events as requested or invited.
- 7) Promote volunteerism among the Chamber membership.

Obligations of the Board

- 1) Establish policy.
- 2) Secure adequate funds.
- 3) Monitor finances.
- 4) Maintain and update long-range plans.

Specific Duties

- 1) Attend meetings and show commitment to Board activities.
- 2) Be well informed on issues and agenda items in advance of meetings.
- 3) Contribute skills, knowledge and experience when appropriate.
- 4) Listen respectfully to other points of view.
- 5) Participate in organizational decision-making.
- 6) Assume leadership roles in all Board activities.
- 7) Represent the organization to the public and to private industry.
- 8) Educate yourself about the needs of the people served.
- 9) Provide feedback regarding the Executive Director's performance representing the Humboldt and District Chamber of Commerce.