

# **Pickerington Area Chamber Board of Directors Job Description**

## **Board of Directors**

Described briefly below are the duties and responsibilities of each member of the Chamber Board of Directors (Officers excluded).

1. Each Director will assist in the development of policy for the Chamber and advise the Executive Committee and staff of needed or desirable policy changes.
2. Each Director still strive to gain complete awareness of all policies and functions of the Chamber.
3. By Chair of the Board appointment, each Board member will be assigned as a Board Liaison of a Chamber standing committee.
4. Each Director is expected to accept the responsibility of his/her specific committee and see that all functions are carried out to successful conclusions.
5. Each Director will assist in "Business Plan Development" by actively participating in the Annual Planning Conference (Board Retreat) and by proposing a sound Business Plan for his/her respective committee to accomplish.
6. Each Director shall assist the organization with the Annual Banquet event by contacting up to ten (10) members of the Chamber to assure they have received their banquet invitation and if they have any additional questions or concerns or need tickets. Contact list will be prepared by the Chamber staff and sent to the Directors well in advance of the event.
7. Each Director will demonstrate loyalty to the Chamber and strive to develop good working relationships with all elements of the community.
8. Directors will show 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.
9. Directors will plan to attend monthly meetings, luncheons, annual dinner, retreat, etc. as time will allow.

## **Chair of the Board**

Position Title: Chair of the Board

Basic Function: The Chair shall serve as the chief-elected officer of the Pickerington Area Chamber of Commerce and shall preside at all meetings of the Membership, Board of Directors and Executive Committee. Directs other offices and acts as chief spokesperson for the organization.

Specific Responsibilities:

1. Presides at all meetings of the Pickerington Area Chamber Board of Directors and Executive Committee.
2. Schedules and works with the President to prepare agenda for meetings of the Board of Directors and Executive Committee.
3. Keeps the Board of Directors, Executive Committee and committees informed on conditions and operations of Chamber.

4. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the Chamber. When necessary, recommends changes in structure (board, committees, etc.) to the Board of Directors.
5. Conducts an annual review of the President's performance with input from the executive committee.
6. Acts as spokesperson for the Pickerington Area Chamber to the public, press, legislative bodies and other related organizations. Includes writing and giving speeches (as needed) at Chamber events, grand openings, annual meeting, etc.
7. Monitors Chamber expenditures to assure operation within the annual budget. Signs checks (as needed).
8. Promotes active participation in the Chamber on the part of the membership.
9. Presents a report at the annual meeting of the Pickerington Area Chamber members.
10. Maintains good communication and counsel frequently with the President.
11. Reviews the Chamber accounts manual annually. This manual holds a complete list of Chamber vendors, passwords, account numbers, website information, etc. Responsible for maintaining a level of access to all electronic records that is separate and not under the control of chamber president
12. Serves as Chair of the Board and as an officer on the nominating committee.
13. Approves hours and vacation requests for the chamber president. Will have access to payroll reports and QuickBooks to ensure proper recording.

### **Vice-Chair**

Position Title: Vice-Chair

Basic Function: The Vice-Chair shall exercise temporary powers and authority and perform the duties of the Chair in the short-term absence or disability of the Chair. The Vice-Chair shall also serve as the head of the forthcoming Board of Director's Planning Conference (Board Retreat). As such, the Vice-Chair and the Board of Directors will be responsible for determining that the program activities of the Chamber are directed towards achieving business and community needs in the area served by the Chamber.

Specific Responsibilities:

1. Serves on the Board of Directors and the Executive Committee.
2. Temporarily assumes the duties of the Chair in the short-term absence of the Chair.
3. Is a Board Liaison to a committee of the Chamber.
4. Prepares themselves for eventually assuming the role of the Chair of the Board by being knowledgeable of the Program of Action in which the Chamber is currently involved.
5. Serves as Chair of the Nominating Committee for the Board of Directors.
6. Officially represents the Chamber at functions or special events when requested by the Chair. Should be flexible to assume extra duties normally done by the Chair due to the Chair's time constraints.
7. Represents the Pickerington Area Chamber as assigned by the Chair of the Board.

## **Past Chair**

Position Title: Past Chair

Basic Function: To aid and assist in the functioning of the Board of Directors and Executive Committee in view of the expertise acquired as Chair of the Board.

Specific Responsibilities:

1. To serve as an advisor to the Board of Directors and Executive Committee.
2. Act as mediator, seeking input and consensus from the Board to assist in developing a broad support of Chamber activities.
3. Maintains open channels of communication to facilitate as council for Chair of the Board and President as requested.
4. Be well versed in past and present policies of the Chamber to be able to accurately advise the Board of Directors and the Executive Committee, as needed.

## **Secretary**

Position Title: Secretary

Basic Function: Assure the filing of the corporation's permanent records. Serves on the Board of Directors, Executive Committee and is a member of the Nominating Committee.

Specific Responsibilities:

1. Accepts and certifies Nominating Committee report no later than October of each year. All nominees must be members in good standing and representatives of members in good standing of the Corporation.
2. Accepts nominations for the Board of Directors by petition in writing by at least fifteen (15) members in good standing, no later than September 15<sup>th</sup> of each year. ??? Nominations by petition must contain an indication that the nominee(s) will serve if elected.
3. Represents the Pickerington Area Chamber as assigned by the Chair of the Board.
4. In the absence of all other officers' acts as temporary Chair of the Chamber.
5. Records all meeting minutes at Board of Director and Executive Committee meetings.

## **Treasurer**

Position Title: Treasurer

Basic Function: Ensures the integrity of the fiscal affairs of the Chamber. Such funds shall be kept on deposit in financial institutions or invested in a manner approved by the Board of Directors. Serves on the Board of Directors, the Executive Committee and Chairs the Finance/Budget Committee.

Specific Responsibilities:

1. Ensures that the Pickerington Area Chamber maintains accurate financial records.

2. Reviews Chamber expenditures and financial status on a monthly basis with Chamber President to ensure overall fiscal integrity. Be aware of reporting procedures.
3. Offers financial counsel on special projects. Reports any trends or procedures that would negatively affect the Chamber financially.
4. Ensures that monthly financial reports (balance sheet and monthly profit and loss report) are submitted and verbally reported to the Board of Directors and Executive Committee at regular meetings.
5. Submits financial accounts of the Chamber for an annual independent compilation audit. (as needed)
6. Assists the President in drafting the annual budget before September 1<sup>st</sup> of each year and proposes to the Board of Directors at their September meeting.
7. Represents the Pickerington Area Chamber as assigned by the Chair of the Board.
8. In the absence of all other officers' act as temporary Chair of the Chamber.