



# 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 provided, however, that a director who is also serving on the Executive Committee may serve a longer term in order to complete the positions being filled on the executive committee.

## **Duties and Responsibilities:**

- Review the Articles of Incorporation, the bylaws, the mission and vision statements, and the strategic plan to ensure a working knowledge of and compliance with these documents
- Follow standard parliamentary procedures at Board meetings
- Ensure an understanding of the financial reports and audit
- Attend Board meetings and participate actively
- Elect, from a slate presented by the Executive Committee, the officers of the Chamber in accordance with the bylaws
- Review and update the strategic plan at least annually
- 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
- Accept assignments on committees and/or task forces

# Chair of the Board

**Summary:** The Chair shall serve as the chief elected officer of the Chamber and shall preside at all meetings of the members, Board of Directors, and Executive Committee. The Chair shall perform all duties incidental to the office and advise such action as may be deemed likely to increase the usefulness of the Chamber.

## **Duties and Responsibilities:**

- Provide leadership to the Board of Directors
- Preside at all meetings of the Board of Directors and Executive Committee in accordance with parliamentary procedure
- Ensure a regular assessment of the full Board and individual Board members
- Maintain good communication and counsel frequently with the President to achieve the organization's mission and implement the strategic plan
- Conduct an annual review of the President's performance and ensure compensation is commensurate with performance
- Represent the organization, as necessary, at official functions with private and public organizations

# Chair-Elect

**Summary:** The Chair-Elect shall exercise the powers and authority and perform the duties of the Chair in the absence of the Chair.

## **Duties and Responsibilities:**

- Temporarily assume the duties of the Chair in the short-term absence of the Chamber
- Chair the Nominating Committee
- Prepare for assuming the role of Chair of the Board

# Treasurer

**Summary:** The treasurer shall advise and consult with the President and the Board in fiscal matters as requested by either. He/she shall serve as liaison officer between the President, directors, and membership in fiscal matters when so requested.

## **Duties and Responsibilities:**

- Ensure that an audit by a certified public accountant is made following the completion of the fiscal year
- Ensure that financial reports are submitted regularly to the Executive Committee and the Board of Directors
- Ensure that an annual budget is approved prior to the start of the fiscal year