

## DIRECTORS' RESPONSIBILITIES AND OBLIGATIONS

### ATTENDANCE AT BOARD OF DIRECTORS MEETINGS:

The most important qualification of your role as Director is the mandatory attendance at the monthly Board meetings, held at 4:00 pm on the 2<sup>nd</sup> or 3<sup>rd</sup> Monday of each month.

### ATTENDANCE AT CHAMBER FUNCTIONS:

One of the reasons for an individual to join the Chamber is the networking opportunities that exist. Attendance by the Board of Directors shows support for the Chamber and gives the membership a chance to air views about Chamber operations, municipal affairs, and life in general.

### DISCRETION AND CONFIDENTIALITY:

A Director is often exposed to confidential information during in camera sessions at Board Meetings, during committee meetings, or in conversation with members, officials, other Directors etc. Please be aware of the confidential nature of some information and respect that confidentiality.

### ORGANIZATION OF COMMITTEES:

A Director may have, by appointment, a committee responsibility. The Director is Chairperson of this committee and is expected to drum up support by recruiting volunteers from the membership and Board of Directors. The President and Executive Director are members of all committees and will assist in any way possible to achieve the goals set forth by the Board.

### MEMBERSHIP RECRUITMENT:

The best source of leads for new members is the Directors themselves. It is hoped that each Director will provide leads for new members.

### KNOWLEDGE OF CURRENT EVENTS:

Chamber of Commerce Directors are an important force in the growth of the community. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the President or a member of the Executive Committee.

### AMBASSADOR OF GOODWILL:

Chamber of Commerce Directors are regularly asked to attend openings, cut ribbons, participate in community events, and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

### A COMMITMENT OF TIME:

A Director can expect to devote approximately 6 – 10 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual, can be much more extensive.

### MEDIA RELATIONS:

Chamber Directors are regularly approached by the media for comments on current issues. The Chamber has a standing policy that the President or predetermined designate is the only acceptable media contact on any issue.

1. Although a Director may be drawn from a specific interest group, Directors as a whole must represent the interests of the entire membership.
2. Directors shall maintain confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.
3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board discussion has been made.
4. Directors are expected to attend all Board meetings. Directors shall be prepared to commit sufficient time and energy to attend to Chamber business.
5. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the Chair, in a timely manner, any possible conflicts.
6. Directors' contribution to discussions and decision making shall be positive and constructive.
7. Directors' interactions in meetings shall be courteous, respectful and free of animosity.
8. Directors shall know and adhere to the Chamber's governance policies.
9. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
10. Directors shall participate in ways other than attending Board meetings, such as committee work, Chamber and community events.
11. The Executive Director is responsible to the President. Consequently, no single Director or committee has authority over the Executive Director.
12. Directors shall conduct themselves in an ethical and professional manner at all times.