

RESPONSIBILITIES OF BOARD OF DIRECTORS:

- * Establish the general policies that govern the operation of the organization
- * Develop a long-range plan for the organization, which includes:
 - 1) A clear and current mission statement
 - 2) Monitoring the organization's progress in relationship to the plan
- Select and hire the Executive Director/CEO of the organization
- Serve as legal custodian for all tangible assets
- Accept full responsibility for the finances of the organization, including:
 - 1) Monitoring the annual operating budget
 - 2) Securing and administering endowments
 - 3) Raising necessary operating funds
- Provide for continuous self-evaluation and renewal of the Board itself
- Identify, affirm, pursue, and allocate resources to achieve the common interest
- Annual Board member fee of \$300 (may be adjusted if necessary)

RESPONSIBILITIES OF EACH INDIVIDUAL BOARD MEMBER

- Commitment to the mission and goals of the organization
- Have the authority to vote on issues as a representative of their company
- Promote understanding and acceptance of the organization
- Be knowledgeable of the organization's operation, service, and weaknesses
- Respect the work and authority of the Board
- Be objective in evaluating the personnel, programs, and policies of the organization
- Resist all pressure from groups or individuals, either within or outside the organization, who attempt to compromise the values, ideals, goals, policies, or prerogatives of the organization
- Allocate time to attend the meetings of the Board and of the committees to which one is appointed
- Accept and discharge specific responsibilities, either on committees or within the general work of the Board
- Recommend others who can serve on Board
- Suggest and/or pursue new funding sources
- Be willing to represent the organization at various function
- Be available at the appropriate times to discuss issues
- Be enthusiastic about the organization, and represent it with and articulate, positive and practical presence

BOARD MEMBERS SHALL NOT:

- Get involved in the day-to-day management of the Chamber
- Interpret policy in self-interest
- Set policy as an individual
- Speak out on behalf of the Chamber unless designated as the official spokesperson for an issue
- Sign contracts, legally and/or financially obligate the Chamber
- Use the position for personal gain
- Usurp authority of the chief paid executive

CONFIDENTIALITY AND SUPPORT OF FINAL DECISION/POSITION MADE BY THE BOARD

Important decisions requiring confidentiality are finalized during the closed executive session of the Board meetings. Meeting formats have been established to allow every Board member the ability to speak their mind freely on each issue, which is essential to reaching the best solution/position for our members. In order for this format to work effectively, each Board member must commit to keeping all discussions and comments confidential. Once a final vote has been taken and a decision has been made, the Board will support that decision and speak with a unified voice. Board members should not participate in “parking lot” meetings to drum up support to readdress an issue that has been voted on.

CONFLICT OF INTEREST POLICY

Committee members must abstain from voting if the board member will personally or through their business directly benefit from the Board’s support or opposition to an issue; or if the board member is actively participating (defined as having their name publicly associated with a candidate’s campaign or ballot issue) in any race or ballot measure where the Chamber is considering endorsement.

SPOKESPERSON

The Executive Director and the President of the Board will serve as the Chamber’s first line spokesperson regarding Chamber policies, issues, and formal positions. Occasions may arise when a director may serve as the Chamber’s official or unofficial spokesperson only when designated by the Board.

As a spokesperson for the Chamber, each director will reflect the official Chamber position. This responsibility requires the exercise of careful judgment, for a director's own personal views may sometimes differ from policies adopted by the Chamber. In such cases, the director must use great care not to express personal views that might be misinterpreted as representing the views of the Chamber. Issue talking points will be provided regarding the Chamber's position.

All members are required to serve in a manner that is non-prejudicial to the aims and reputation of the Chamber.

I understand the role and responsibility of serving as a member

Signed _____

Date _____

Please identify your commitment to the Chamber by marking your selection from the options listed here....

EXPECTATIONS OF ALL BOARD MEMBERS

- _____ Attend at least 75% of all board meeting
- _____ Recruit at least one (1) new member to the Laguna Beach Chamber
- _____ Attend Board Installation
- _____ Contribute \$500 to Laguna Beach Chamber as a business

LEADERSHIP

Select at least three options from this category

- _____ Chair and event, a program, a committee or task force
- _____ Regularly participate in at least one (1) committee
- _____ Promote Laguna Beach Chamber events and successes on your company's website, social media and/or newsletter
- _____ Recruit two (2) new members to the Laguna Beach Chamber

FINACIAL

Select at one option for this category

- _____ Be, or recruit, a \$1500 Sponsor for and Laguna Beach Chamber event or Sponsorship
- _____ Recruit four (4) new members to the Laguna Beach Chamber

PARTICIPATION

_____ Attend at least three (3) Chamber events

_____ Recruit three (3) new members to the Metro Chamber

I agree to make the commitments checked above to the Metro Chamber in 2017

Signed

Date

Print Name