



## NATIONAL CITY CHAMBER OF COMMERCE DIRECTOR REQUIREMENTS

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1. NCCC Member in good standing
2. Attend 75% of Board Meetings.
  - a. Board meets every 3<sup>rd</sup> Tuesday at 8am-9:30am.
  - b. Executive Committee members meet every 2<sup>nd</sup> Friday at 11am-1pm.
3. **Recruit 5 members per year**
4. **Sponsor or secure sponsorship(s) worth \$5,000**
5. Introduce or identify potential guest speaker
6. Lead or participate in a Sub Committee:  
*\*Committee Members meet monthly on a time and date designated by Committee Chair.*
  - c. Business Development and Ambassador Committee
  - d. Business Referral Group
  - e. Economic Development
  - f. Special Events
    - i. Annual Dinner
    - ii. International Mariachi Festival
    - iii. Career Pathways to Success Job Fair
    - iv. Golf Tournament
    - v. Automobile Heritage Day Festival & Car Show
    - vi. Bayside Brew & Spirit Festival
    - vii. Salute to Navy Luncheon
    - viii. Breakfast Meetings

## THE ROLE OF THE BOARD OF DIRECTORS

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- **Create a strong local economy**
- **Provide networking opportunities**
- **Promote the local community**
- **Represent business interests before government**
- **Engage in policy advocacy**

### **Develop Policies for the Organization**

- Clear understanding of the Mission Statement
- Know why the Chamber is in business

### **Establish the Business Plan and Program of Work**

- Why would a business invest in the Chamber?

### **Considerations when planning**

- Find out your members' needs and wants – survey, polls, member visits
- Cost benefit ratio for each program/service/event/product
- Staffing/financial/volunteer implications of new programs and services
- Does it match the mission?

### **Financial Integrity and Solvency**

- First and foremost a board responsibility
- Understand the Chamber is a “business” and should be managed like one
- Adopt a realistic budget
- Read and understand monthly financial reports and annual audit
- Ensure adequate resources
- Chamber is only effective as it has resources to meet its purpose
- Long range financial planning

### **Serve as the Link between the Chamber Membership and the Organization**

- All major business segments should be represented on the board
- The Chamber board of directors should be viewed as the business leadership in the community
- Your policies and decisions must incorporate membership views and values
- Be able to communicate the Chamber’s mission and value to the business community (1-minute elevator speech)

### **Selection and Evaluation of the Chief Paid Executive**

- Communicate expectations and provide regular feedback
- Understand the role of the chief paid executive and the fact that the chief paid executive is directly responsible for hiring, managing, evaluating and firing support staff

### **Legal Responsibilities of Board Members**

- Duty of Care – exercise reasonable care when making a decision as a steward of the Chamber
- Duty of Loyalty – Act in the best interests of the organization – never use information obtained as a board member for personal gain
- Duty of Obedience – Respect the Chamber’s mission and purpose

### **Regularly Evaluate the Effectiveness of the Chamber**

- Consistent with mission/purpose and business plan
- Is the Chamber an influential force in the community?
- Is the Chamber perceived as the leading spokesperson for area business?
- Is the Chamber a major player with regard to important issues impacting the community and not just involved with events.
- Is the Chamber stronger and better than three years ago?

### **Accountability**

- Support Organizational Decisions and Objectives
- Provide regular feedback on agreed work plan
- Follow through on action items to further chamber agenda

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Print Name

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Signature

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Date