

## POSITION DESCRIPTION

- JOB TITLE:** Board Member
- REPORTS TO:** Members
- SUPERVISES:** Committee Members (if applicable)

### **PRIMARY RESPONSIBILITIES**

As the elected or appointed representative of the membership, the Board is charged to set policy, plan the Chamber's course, make sure the Chamber maintains its sound financial condition, keep communication open to educate members on services, review the Executive Director's progress in achieving goals and objectives, and report to the members at the annual meeting. **All decisions must be guided by the best interests of the membership.**

### **KNOWLEDGE AND SKILLS**

- Understanding of Chamber philosophy
- Ability to understand basic financial statements
- Ability to think and plan strategically

### **SPECIFIC RESPONSIBILITIES**

- Work with the Executive Director and other Board Members to develop the goals and objectives of the Chamber, including strategic plans.
- Ensure the Chamber adheres to pertinent laws, regulations, and sound business practices.
- Ensure the Chamber maintains sound financial conditions and that the Chamber's assets are protected against unauthorized or illegal acts. Designate depositories, authorize borrowing and investing including internal control policies and procedures.
- Participate in the development and maintenance of Chamber policies, including personnel, financial, organizational and apply them to all programs and activities.
- Review and participate in the update of all policies and bylaws annually or as necessary.
- Approve the annual Chamber budget.
- Participate in defining the scope and hiring of the Executive Director position. As applicable, review his or her progress in attaining Chamber goals and objectives. Provide input/feedback to the Board Chair who is responsible for conducting the performance evaluation of the Executive Director.
- Attend Board meetings, planning meetings, Koffee Klatches, other Chamber meetings or events.
- Keep abreast of local economy and business issues.
- Serve on Chamber Committee(s).