

## **South Columbia County Chamber of Commerce Director Position Description December 2015**

### **Position Summary**

A Director is actively involved, within the context of the organization's policy governance model, in the policy-making, strategic planning, and oversight responsibilities necessary for the success and well being of the Chamber and its members. A Director is a trustee for the membership in determining and requiring appropriate organizational performance.

### **Requirements**

- Commitment to the mission of the Chamber and willing to actively seek information that helps guide discussions and decisions regarding achievement of the mission.
- Understanding and acceptance of the Board's legal, fiscal and ethical responsibilities to the South Columbia County Chamber of Commerce and its membership.
- Maintains the confidentiality of all Chamber affairs.
- Willing to sign the South Columbia County Chamber of Commerce Director's professional code of conduct.
- Active participation with other Directors in regular monitoring of the Chamber's safety and soundness. Active participation with other Directors in assessing the performance and compensation of Chamber's Executive Director. Active collaboration with other Directors in decision making.
- Willingness to volunteer to serve on committees or to serve when asked by the Chair.
- Supports Board decisions by speaking with one voice.
- Prepare in advance for board meetings.
- Regular attendance at and active meaningful participation in Board meetings (there are typically twelve meetings per year) and related Board activities (e.g. the Chamber's annual meeting, committee meetings, etc.).
- Maintain a positive working relationship with the Board Chair, Directors, Committees and the Executive Director.
- Understand and accept South Columbia County Chamber of Commerce's Governance model.

### **Experience/Education**

- Member in current South Columbia County Chamber of Commerce member in good standing
- Understands the role and purpose of Chambers of Commerce
- Demonstrated leadership with a minimum of three years of progressively responsible experience in business or related industry
- Demonstrated team player with proven ability to foster collaboration, willingness to share opinions leading to accomplishment of the Chamber's mission, compromise, debate and ultimately to speak with one voice when the Board has made a collective decision. Active community involvement is a plus.
- Demonstrated written, verbal, computational and computer skills.