

HERMANTOWN

AREA CHAMBER OF COMMERCE

Board Member Job Description

Purpose: To serve the board as a voting member; to develop policies, procedures, and regulations for the operation of the Hermantown Area Chamber of Commerce; to monitor finances of the organization, its programs, and performances.

Responsibilities include:

- To ensure the Chamber has a program, staffing, and finances to carry it out.
- Make policy decisions
- Approve the Plan of Action
- Approve the dues structure
- Approve the Annual Budget
- Approve the structural organization
- Recommend changes in the by-laws
- Elect officers as required by the by-laws
- Meet as required in the by-laws, more or less frequently, on the call of the board chair or on their own motion and set the dates for such meetings.

Each Director is expected to:

1. Attend all board meetings, including special meetings and events as well as the board planning session.
2. Become knowledgeable about the Chamber and its programs.
3. Determine the appropriate dues investment schedule necessary to provide adequate financial resources to sustain the Plan of Action.
4. Contribute to meetings by expressing your point of view, skills, knowledge and experience.
5. Consider other points of view; making constructive suggestions and helping the board make decisions that benefit the membership.
6. Represent the Chamber to members, the public and other organizations.
7. Support the Chamber through membership sales and recruitment efforts.
8. Financially support the organization.
9. Assume board leadership roles when asked.
10. Keep the board chair and the president & CEO informed of any concerns the membership may have.
11. Attend Chamber events and activities, showing support for Chamber volunteers.
12. Represent the organization to the public and to private industry.
13. Represent the total membership, not just your business or one type of business.
14. Keep confidential information confidential.
15. Support all actions taken by the board even when you are in a minority position on such actions.