



Fenton & Linden Regional Chamber of Commerce Board Member Job Description

Expectations

- Be informed about the organization's mission, goals, policies and services.
- Actively participate in all board meetings, discussions and events, paying careful attention to your duties of care, loyalty, obedience and confidentiality.
- Be well prepared for all board and committee meetings by reviewing the agenda and any supporting materials provided to you prior to the meeting.
- Be respectful and open to the potentially conflicting opinions and points-of-view of your fellow Chamber members.
- Owner or main financial decision maker for the member business you represent.

Responsibilities

- Participate on at least one committee other than the Board of Directors.
- Fulfill your fiduciary responsibilities, including reading, understanding and monitoring the financial statements and other reports provided to you.
- Speak on behalf of the organization to the community.
- Contribute to the organization's revenue efforts by cultivating prospective Chamber members.
- Attend at least 80% of all board meetings during the year and notify staff in advance if unable to attend a board meeting.
- Fulfill your financial obligation to ensure you or your company's membership dues are current.

Restrictions

- Do not make special requests of the staff without prior notification to the Executive Director.
- Do not act independently of the board without prior permission of the Executive Director, Board Chairman or the full board.
- Publicly support all decisions made by the full board, even if decisions conflict with your opinion and/or vote.