

**SHAWANO COUNTRY CHAMBER OF COMMERCE
COMMITMENT TO SERVE**

I recognize the important responsibility I am undertaking in serving as a member of the Board of Directors of the Shawano Country Chamber of Commerce and hereby personally pledge to carry out, in a trustworthy and diligent manner, all the duties and obligations inherent in my role as a member of the Board.

MY ROLE

I acknowledge that my primary role as a member of the Board is (1) to contribute to defining and fulfilling the Chamber mission and (2) to carry out the functions of the office of a Board member and/or Officer as delineated in the Chamber bylaws. I will focus on the development of broad policies to help implement the institutional mission, plans and purposes. This role is separate and distinct from the role of the Executive Director to whom is delegated the authority and responsibility for the day-to-day implementation of such mission, plans and purposes.

I understand that:

1. along with the other board members, I will exercise fiscal responsibility for this organization. It is my duty to know what our budget is and to be active in planning that budget.
2. Along with the other board members, I am responsible for this organization. I am responsible to know and approve all policies and programs and to oversee the successful implementation of policies and programs. I know that if I fail in carrying out my fiduciary duties, the success of the chamber may be at risk.

MY COMMITMENT

I will exercise the duties and responsibilities of this office with integrity, responsibility and due care. I pledge:

1. To establish as a high priority my attendance at all meetings of the Board and Board committees on which I serve.
2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.
3. To represent the Chamber in a positive and supportive manner at all times and in all places.

4. To observe the parliamentary procedures outlined in *Robert's Rules of Order* and display courteous conduct in all Board and committee meeting.
5. To refrain from intruding in administrative issues that are the responsibility of staff, except (a) to set goals and objectives, (b) to monitor the results and (c) to prohibit actions and procedures not in accord with Board policy.
6. To avoid conflicts of interest between my position as a Board member and my personal and professional life. If such a conflict, or the appearance of such a conflict, does arise, I shall disclose the conflict or potential conflict, to the Executive Committee of the Board and refrain from voting on such matters.
7. To support, in a positive manner, all actions taken by the Board of Directors even when I am in a minority position on such actions.
8. To agree to serve on at least one committee, attend committee meetings, and participate in the accomplishment of its objectives. If I chair the Board or a committee, I will:
 - (a) Call meetings regularly until objectives are met;
 - (b) Insure that agenda and support materials are mailed to all members in advance of the meetings;
 - (c) Conduct the meetings in an orderly, fair, open, and efficient manner, and
 - (d) Present committee progress reports/minutes to the Board of Directors at their scheduled meetings, using the adopted format.
9. To participate in (a) strategic planning sessions, (b) Board development workshops, seminars, and other educational events that enhance my skills as a Board member.
10. To support Chamber activities by attending the majority of such events including Business Connections, workshops, fund-raisers, etc.
11. To promote membership in our Chamber by seeking and contacting prospective members and sharing the benefits of Chamber membership with them.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as a member of the Board of Directors of the Shawano County Chamber of Commerce.

CHAMBER COMMITMENT

The Shawano County Chamber of Commerce is responsible to me in the following ways:

1. I will be sent, without request, monthly financial and administrative reports that allow me to be informed and make decisions in a reasonably prudent manner.
2. I can call on the Executive Director to discuss programs, policies, goals and objectives.
3. I will receive from the staff and other board members a straightforward and thorough response to any questions I have which I feel are necessary to carry out my fiscal, legal or moral responsibilities to this organization.