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| <b>Chamber Board Policy</b>                           |                            |                              |                                |
| TITLE:<br>Board Member Job Description & Expectations |                            | POLICY / PROCEDURE:<br>G04   |                                |
| INITIATED BY:<br>Governance Committee                 | LAST UPDATED:<br>4/25/2013 | DATE OF REVIEW:<br>4/25/2013 | DATE OF APPROVAL:<br>4/25/2013 |

**Chamber Board of Directors Mission Statement**

As a governing body, The Chamber of Manitowoc County Board of Directors is responsible to its members for:

- Setting long term vision and strategies and monitoring them against clearly-defined performance targets
- Serving as the voice of membership to ensure their needs are being addressed
- Monitoring the long term financial viability of the organization
- Representing The Chamber in a professional and ethical manner

**Role of the Board of Directors**

- Policy setting and adherence
- Provide direction and expertise to Executive Director
- Approve and monitor budget and financial stewardship
- Committee oversight
- Community leadership
- Strategic planning
- Be strong advocates of Chamber membership

**Board Member Job Description**

- Maintain membership in The Chamber, as a business entity
- Attend Board Orientation and Complete Policy Review
- Prepare and actively participate in all meetings
- Strive to attend all board meetings. Notify The Chamber of absences.
  - Attendance Expectation = 100%
  - Minimum Threshold – three (3) missed meetings with notice in a rolling twelve (12) month period. \*One (1) missed meeting without notice in a rolling twelve (12) month period.
- Serve on at least one Chamber committee
  - Committee Involvement for Primary Committee
  - Attendance Expectation = 100%

- Minimum Threshold = three (3) missed meetings in a rolling twelve (12) month period.
- Attend and actively participate in strategic planning sessions
- Ensure the work of The Chamber and/or the board are guided by their missions
- Attend the Major Events = *Annual Dinner, Golf Outing, Business Summit, Holiday Reception, Business Appreciation Picnic*
  - Attendance Expectation = 100%
  - Minimum Threshold – attend three (3) major events in a rolling twelve (12) month period.
- Attend as many other Chamber events as possible
  - Member Services Events = *Business Connects with Government, Cafés, Seminars, Safety, Sail*. Board members are encouraged to attend but not required
  - Business After Hours and Ribbon Cuttings -Support of hosting business is encouraged by attendance or congratulatory communication
- The Chamber will monitor Board participation and work to encourage attendance. Board Members are encouraged to meet the Attendance Expectation commitments stated above. Should a member fall below any of the Minimum Thresholds above, the Board Chair Person will initiate a conversation to discuss the member’s commitment to being a board member and their ability to fulfill their board responsibilities.
- Be an advocate for The Chamber
- The Executive Director may request Board members to send a letter of support for a specific effort or initiative that is of direct benefit to The Chamber. In this instance, the expectation is that Board members draft a letter and personally send it to the identified contact person to support the effort. If a Board member has a conflict of interest in a particular situation, he/she will contact the Executive Director to further discuss.
- Assist with retention of members and new member recruitment by providing referrals and helping with sales calls if asked
- Maintain confidentiality of Chamber board discussions

**Essential Qualifications**

The preferred Board Member will have a minimum of 2 years active participation in The Chamber of Manitowoc County including service on a Chamber committee, and solid professional reputation and appropriate leadership skills.