

Board Candidate Expectations

General Responsibilities

- Attend and participate in board meetings.
- Support and participate in Chamber events throughout the year.
- Serve on at least one committee, project, or initiative annually.
- Help carry out the Chamber's mission and represent the chamber positively in the community.

Commitment & Reliability

- Contribute ideas and effort – not just hold a title.
- Communicate if you cannot fulfill a responsibility.
- Follow through on tasks, deadlines, and commitments you agree to take

Time & Involvement

- Estimated commitment: 3-5 hours per month (varies by role / event)
- Officers (President, Vice President, Secretary, Treasurer) may have additional duties and time involved.

Conduct & Authority

- Do not make or imply decisions on behalf of the Chamber as an individual.
- All commitments (sponsorships, partnerships, contracts, public statements, etc.) must be brought to the board as a whole for discussion and approval.
- If approached with a request, let the person know you will bring it to the board at the next meeting or through the official board communications channel.
- Always represent the Chamber with professionalism and integrity.

Qualifications

- Must be an active, dues-paid Chamber member in good standing.

Board Candidate Expectations

- Must be willing to collaborate and work as part of a team.
- Experience is helpful, but not required.

Board Roles & Duties

Our Chamber Board is a working board. Each role has different responsibilities, but no role is above another – decisions are made collectively, and every board member’s voice carries equal weight. Everyone is expected to pitch in wherever needed.

President

- Presides over board and membership meetings.
- Helps set meeting agendas in collaboration with officers/board.
- Ensures follow-through on board decisions.
- Serves as primary spokesperson for the Chamber.
- Participates in Chamber events/projects alongside other board members.

Vice President

- Assists the President and steps in when the President is unavailable. May take the lead on an event, project, or committee.
- Should be prepared to serve as acting President or spokesperson if called upon.
- Participates in Chamber events/projects alongside other board members.

Secretary

Board Candidate Expectations

- Records and maintains official meeting minutes.
- Tracks votes, motions, and board actions.
- Maintains Chamber correspondence and records (bylaws, policies, membership info).
- Serves as communications coordinator: receives incoming Chamber emails, forwards as needed to appropriate board/ all board, and sends official Chamber communications to members.
- Participates in Chamber events/projects alongside other board members.

Treasurer

- Oversees Chamber finances (income, expenses, reporting).
- Provides financial reports to the board and membership.
- Ensures state charter renewals, tax filings, and compliance deadlines are met.
- Works with the board to maintain a responsible budget.
- Participates in Chamber events/projects alongside other board members.

Directors (General Board Members)

- Serve on at least one project, event team, or committee.
- Assist with Chamber activities (fundraisers, ribbon cuttings, etc.).
- Actively participate in board discussions and decision-making.
- Participates in Chamber events/projects alongside other board members.

Shared Responsibilities for All Board Members

- Attend board meetings and Chamber events.
- Support Chamber growth and member engagement.

Board Candidate Expectations

- Represent Chamber members and bring their concerns, ideas, or opportunities to the board.
- Bring requests or opportunities to the board for discussion
- Represent the Chamber positively in the community.
- Remember: all roles are equal – there is no hierarchy of authority.