

## **Duties of the Positions for Chamber of Commerce Board Members**

### **I. President -**

- Presides at all meetings of the Chamber of Commerce.
- Schedules and works with the Board of Directors to prepare the agenda for general membership meetings.
- Keeps the Board of Directors and committees informed on the operation of Chamber.
- Preside at Board of Directors meetings when scheduled. (usually ½ hour before the regular monthly general membership meeting).

### **II. Vice President -**

- Temporarily assumes the duties of the President in the short-term absence of the President.
- Prepares themselves for eventually assuming the role of the President by being knowledgeable of the activities in which the Chamber is currently involved.
- Attend Board of Directors meetings when scheduled. (usually ½ hour before the regular monthly general membership meeting).

### **III. Secretary -**

- Takes notes during the general membership meetings as to prepare the minutes of the meeting.
- Prepare the minutes of the meetings and e-mail a copy to each chamber member.
- In the absence of all other officers, acts as temporary President.
- Attend Board of Directors meetings when scheduled. (usually ½ hour before the regular monthly general membership meeting).

### **IV. Treasurer -**

- Ensures the integrity of the fiscal affairs of the Chamber.
- Ensures that the Chamber of Commerce maintains accurate financial records.
- Prepares a financial report and reviews Chamber expenditures and financial status on a monthly basis to the membership.
- In the absence of all other officers, act as temporary President.
- Attend Board of Directors meetings when scheduled. (usually ½ hour before the regular monthly general membership meeting).

### **V. Director -**

- Advise on Chamber policy, membership policy and annual dues.
- Have a particular interest in and basic understanding of the Chamber's mission.
- Offer opinions and insights with a desire to accomplish the best for the Chamber.
- Attend Board of Directors meetings when scheduled. (usually ½ hour before the regular monthly general membership meeting).