



## **Board Member Job Description**

**Title:** Member, Coopersville Area Chamber of Commerce

**Reports to:** Board President

**Role:** To serve as a voting member of the Board of Directors for the Coopersville Area Chamber of Commerce, developing policies, procedures and regulations, monitoring financial performance and the Chamber programs.

**Term:** Three years, beginning \_\_\_\_\_ and ending \_\_\_\_\_.

### **Time Expectations:**

- Attend regular scheduled Board meetings (12 per year), held on the first Thursday of each month from Noon – 1:30 p.m. Location TBA each month.
- Participate actively on one or more committees of the Board.
- Attend scheduled Board retreats, planning meetings, workshops or other Board development activities.
- Attend, support and participate in Chamber special events.

### **Obligations:**

- Fully understand and support the mission of the Coopersville Area Chamber of Commerce.
- Establish policy.
- Hire, supervise and evaluate the Executive Director.
- Make annual financial commitment by maintaining membership in good standing and occasional sponsorships as able, which will best benefit their business or area of interest or that of the Chamber.
- Monitor the Chamber's financial performance.
- Develop and monitor short and long-range planning goals.
- Represent the Chamber to the public and private sector; serve as an advocate of the Chamber.
- Bring personal/professional expertise and that of others to support the mission of the Chamber.