Mechanicsburg Chamber of Commerce
Board Director Position Description

Name:

Position: Board Member

Reports to: Board of Directors

Overall Statement
The Board of Directors is the chief elected/appointed body of the Chamber. The Board represents the community (members, affiliates, constituents) interest in the organization, and holds ownership of the corporation on behalf of the community (members, affiliates, constituents). The Board is the guardian of the assets of the corporation, the policy setting body of the corporation and advisor to the Administrator of the Chamber.

Authority
All power of the Board is a joint and collective power which exists only when Board Members act together as one body. Individual Board Members have no power except that granted by the full Board through the bylaws, Board policy or by resolution of the full Board.

Responsibilities

In general terms, the Board is responsible for everything in and about the corporation. Specifically, the Board...

- Plans for the future of the Chamber.
- Hires a professional Administrator and delegates management of the Chamber.
- Writes policies to set limits and define how the corporation will operate.
- Monitors and evaluates outcomes of the long-range plan, executive performance, Board policies, financial stability and outcomes of programs and services.
- Acts as an advocate for the corporation and the programs and services offered.

The Board is responsible for determining <u>policy</u> in the following categories:

- <u>Human Resources</u>
  - Recruiting new Board Members, recognizing and nurturing existing Board Members, and providing existing Board Members opportunities for leadership growth.
  - Hiring, terminating, disciplining, evaluating and holding the Administrator accountable to carry out appropriate management of programs and services.
  - Writing policies relating to the Administrator.
  - Supporting the Administrator.
  - Ensuring uninterrupted management succession.

- <u>Planning</u>
  - Establishing and reviewing the mission/philosophy and goals of the organization. Setting the organization's strategic direction.
  - Planning which major services/programs will be provided by the organization.
  - Evaluating the services/programs and operations of the organization on a regular basis.

The Board of Directors (continued)

• Finance
- Ensuring financial accountability.
- Ensuring ongoing budget development, approval and review.
- Raising funds and/or ensuring adequate funding.
- Overseeing properties or investments.

• Affiliate and Member Relations
- Ensuring services appropriately address needs of constituents.
- Advocating for the organization before constituents, funding sources and the public.
- Determining when the organization can/should take part in coalitions or joint operations.

• Operations
- Ensuring that management systems are adequate and appropriate.
- Ensuring that the Board's operations are adequate and appropriate, writing policies for conduct of meetings and operation of Board business.
- Ensuring that organizational structures are adequate and appropriate.
- Ensuring the organization and its Board Members meet all applicable laws.

• Attendance and Other General Qualifications and Understandings
- I understand that it is expected and required that I attend board meetings and actively participate in Chamber events, including serving on board committees and staffing Chamber events.
- I have a willingness to make time, effort and financial commitment necessary to give the proper attention to Chamber responsibilities.
- I possess a business and work experience that will assist in the exercise of sound judgment in considering problems of the Chamber as they relate to the overall program of community development.
- I possess the ability to inspire others and to command the respect of associates in responding to worthwhile initiatives sponsored by the Chamber, and to motivate others to resolve community problems.
- I possess the ability to work constructively and harmoniously with directors, members and staff of the Chamber in accordance with policies established by the Board of Directors.
- I possess a demonstrated ability for leadership in community service.
- I understand that I must be prepared to make decisions based on what is good and right for the Chamber and it's members without regard to how those decisions may impact my business excepting that in understanding the impact of my decisions on my business may be relative to understanding the potential impact on all Chamber members. It is primary that when acting as a director for the Chamber, the Chamber and its concerns must be first in priority at all times.

Time Commitment: Approximately 5 hours per month

I have read and understand the responsibilities of the position of Board Member and am prepared to make the commitment necessary to fulfill the duties of the office.

_____
Signature

_____
Date

_____
Witness

Chamber of Commerce Nominations Policies and Procedures

Minimum qualifications to be considered for the position of director for the Mechanicsburg Chamber of Commerce:

1) Nominee must have been a member of The Chamber for the previous year.
2) Nominee must currently be a member in good standing.
3) Nomination must have been submitted using the "Director Nomination Form" to the Chamber office no later than 5:00 pm on November 1st.
4) Nominee must have been informed by the Nominator that they are being nominated and have agreed to serve.

Once nominated and before final consideration, a nominee must read and sign the "Board Director Job Description Form" and submit that document along with a resume and a cover letter explaining why they wish to serve to the Chamber Office no later than November 7th to be considered by the nominating committee for a director position.

A copy of this document, the Director Nomination Form and the Board Director Job Description Form are to be permanently posted on the Chamber's website and a notice opening of nominations indicating the location of these forms will be sent out to the membership 30 days prior to the opening of nominations.

The nomination committee, having received all of the proper documentation, will perform proper and due diligence. Once complete, the committee will agree upon a recommended slate of directors. They will advise the board of the slate of directors at the November Board Meeting.

The slate of directors, as submitted by the Nominating Committee will be voted on by membership at the Annual General Membership Meeting per the by-laws.

Mechanicsburg Chamber of Commerce
Mechanicsberg, Pennsylvania
Home of Jubilee Day
The Largest and Longest Running One Day Street Fair in the Eastern United States

Director Nomination Form

Complete this form in its entirety and deliver via mail, fax or e-mail to our offices during the open Nomination period (October 1st through November 1st) but in any case no later than 5:00 pm November 1st.

Nominee Information:

Full Name: _____
Home Address: _____
Home Phone: _____
Employer: _____
Employer's Address: _____
Position: _____ Work Phone: _____ E-Mail: _____

Is the Nominee a Member of the Chamber? ___ Yes ___ No
How long have you known the Nominee? _____ Years

What traits does the Nominee possess that will help them perform the duties of the position for which you have nominated them. _____
_____
_____

Your Name: _____
Employer: _____
Are you a member of the Chamber?:_____ Yes ____ No
Your Phone Number: _____Your E-Mail Address: _____
Other Comments: _____
_____
_____

The Nominee has agreed to have their name submitted for consideration ___ Yes ___No

The Nominee has been informed of the requirements of a Nominee and the time line in which those requirements must be performed including:

1) Read, sign and submit the "Board Director Job Description" (found on the Chamber website) to the Chamber office no later than 5:00 pm November 7th.
2) Submit a copy of their resume to the Chamber office no later than 5:00 pm November 7th.
3) Submit a cover letter explain why they wish to serve on the board to the Chamber office no later than 5:00 pm November 7th. _____ Yes _____ No

Signature of Nominator: _____ Date: _____

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