



2016 Carbondale Chamber Board Responsibilities

Responsibilities of Board Members

- Serve for a two-year term (maximum three two-year terms)
- Attend monthly Board meetings (currently second Thursday from 8:00-9:30am)
- Review agenda and supporting materials prior to board and committee meetings
- Assist the board in carrying out its fiduciary responsibilities, such as review monthly & annual financial statements
- Chair/participate on at least one committee:
 - Business Development
 - Events
 - Executive (President, Vice President, Secretary, Treasurer)
 - First Friday
 - Membership/Member Services
 - Tourism Council of Carbondale (TCC)
 - Trustee Outreach
- Attend functions: monthly Business After Hours, Quarterly Luncheons, Annual Business Conference Event
- Be informed about the organization's mission, services, opportunities, policies, and programs
- Refer/recruit new members and assist with retention of current members; open doors in the community
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions
- Keep up-to-date on news and developments affecting the Chamber, the Carbondale area
- Make a business/personal contribution to the organization (sell tickets, attend events, etc.)
 - 2016 Goals:
 - Recruit three new Carbondale Chamber members
 - Sell one www.carbondale.com banner ad
 - Sell one Annual Business Conference Sponsorship
 - Sell 10 Annual Business Conference tickets
- Follow conflict of interest and confidentiality policies
- Refrain from making personal requests of the staff

Personal Characteristics

- Ability to listen, analyze, think clearly and creatively
- Work well with people individually and in a group
- Cultivate and solicit funds, cultivate and recruit board members, members, and other volunteers
- Read and understand financial statements
- Honor sensitivity to differing views and personal integrity; be friendly and patient; respect others
- Have FUN!

In addition to the above responsibilities, I have read the Carbondale Chamber of Commerce bylaws.
I agree to serve on the Carbondale Chamber Board of Directors in accordance with the terms of these documents.

Signature

Date