

**Pullman Chamber of Commerce
Board of Directors Job Description**

Board of Directors

Described briefly below are the duties and responsibilities of each member of the Chamber Board of Directors (Officers excluded).

NOTE: Since the policy of the Pullman Chamber of Commerce prescribes that Board members shall act as Board Liaison for one of the standing committees, this job description will also cover the duties and responsibilities of standing committee chairs.

1. Directors will assist in the development of policy for the Chamber of Commerce and advise the Executive Committee of needed or desirable policy changes.
2. Each Director will strive to gain complete awareness of all policies and functions of the Chamber of Commerce.
3. By Board President appointment, Board members may be assigned as a Board Liaison of a Chamber standing committee.
4. Each Director is expected to accept the responsibility of his/her specific committee and see that all functions are carried out to successful conclusions.
5. Each Director will assist in "Business Plan Development" by actively participating in the Annual Planning session and by proposing a sound Business Plan for his/her respective committee to accomplish.
6. Each Director will demonstrate loyalty to the Chamber of Commerce and strive to develop good working relationships with all elements of the community.
7. Directors will show willingness and a desire to gather broad input from the membership and submit to the members, for their decision, as many matters as they are willing to act upon.
8. Directors will help membership by providing four leads per year to the Executive Director.

President of the Board

Position Title: President of the Board

Basic Function: The President shall serve as the chief-elected officer of the Pullman Chamber of Commerce and shall preside at all meetings of the Membership, Board of Directors and Executive Committee. Directs other officers and acts as official chief spokesperson for the corporation.

Specific Responsibilities:

1. Presides at all meetings of the Pullman Chamber of Commerce Board of Directors and Executive Committee.
2. Schedules and works with Executive Director to prepare the agenda for meetings of the Board and Executive Committee.
3. Keeps the Board of Directors, Executive Committee and committees informed on conditions and operations of the Chamber.
4. Selects or approves chairpersons for all Chamber committees or task forces. Outlines the purposes and duties of the committees and monitors their progress with regular reports from the committee chairs.
5. Directs the Board of Directors in formulating policies and programs that will further the goals and objectives of the chamber. When necessary, recommends changes in structure (board, committees, etc) to the Board of Directors.
6. Conducts an annual review of the Executive Director's performance.
7. In conjunction with the Executive Director, acts as spokesperson for the Pullman Chamber of Commerce to the public, press, legislative bodies and other related organizations. Includes writing and giving speeches at Chamber events, grand openings, annual meeting, etc.
8. Monitors Chamber expenditures to assure operation within the annual budget.
9. Promotes active participation in the Chamber on the part of membership.
10. Presents a report at the annual meeting of the Pullman Chamber of Commerce members.
11. Maintains good communication and counsel frequently with the Executive Director.
12. Write articles for various publications such as Chamber newsletter, annual report, etc. as needed.
13. Serve as President of the Board and Officer's Nominating Committee.

Vice-President

Position Title: Vice-President

Basic Function: The Vice-President shall exercise temporary powers and authority and perform the duties of the President in the short-term absence or disability of the President.

Specific Responsibilities:

1. Serves on the Board of Directors and the Executive Committee.
2. Temporarily assumes the duties of the President in the short-term absence of the President.
3. Is a Board Liaison to a committee of the Chamber.
4. Prepares themselves for eventually assuming the roll of the President of the Board by being knowledgeable of the Program of Action and activities in which the Chamber is currently involved.
5. Serves on the Nominating Committee for the Board of Directors and Executive Committee.
6. Officially represents the Chamber at functions or special events when requested by the President. Should be flexible to assume extra duties normally done by the President due to the President's time constraints.
7. Represents the Pullman Chamber of Commerce as assigned by the President of the Board.

Past President

Position Title: Past President

Basic Function: To aid and assist in the functioning of the Board of Directors and Executive Committee in view of the expertise acquired as President of the Board.

Specific Responsibilities:

1. To serve as a non-voting advisor to the Board of Directors and Executive Committee.
2. Acts as mediator, seeking input and consensus from the Board to assist in developing a broad support of Chamber activities.
3. Maintains open channels of communication to facilitate as council for President of the Board and Executive Director as requested.
4. Be well versed in past and present policies of the Chamber to be able to accurately advise the Board of Directors and Executive Committee when needed.

Secretary

Position Title: Secretary

Basic Function: Assure the filling of the corporation's permanent records. Serves on the Board of Directors, Executive Committee and is a member of the Nominating Committee.

Specific Responsibilities:

- 1 Accepts and certifies Nominating Committee report no later than 30 days before the annual meeting of each year. All nominees must be members in good standing or representatives of members in good standing of the Corporation.
- 2 Accepts nominations for the Board of Directors by petition in writing, no later than 30 days prior to the annual meeting of each year. Nominations by petition must contain an indication that the nominee(s) will serve if elected.
- 3 Represents the Pullman Chamber of Commerce as assigned by the President of the Board.
- 4 In the absence of all other officers acts as temporary President of the Chamber.

Treasurer

Position Title: Treasurer

Basic Function: Ensures the integrity of the fiscal affairs of the Chamber. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors. Serves on the Board of Directors, the Executive Committee and Chairs the Finance/Budget Committee.

Specific Responsibilities:

1. Checks are to be signed by any two (2) of the following: Executive Committee member or/and Executive Director.
2. Ensures the Pullman Chamber of Commerce maintains accurate financial records.
3. Reviews Chamber expenditures and financial status on a quarterly basis with C.P.A. and Chamber Office Manager and Executive Director to ensure overall fiscal integrity. Be aware of reporting procedures between staff and C.P.A.
4. Offers financial counsel on special projects. Reports any trends or procedures that would negatively affect the Chamber financially.
5. Ensures that monthly financial reports (balance sheet and monthly cash flow variance report) are submitted and verbally reported to the Board of Directors and Executive Committee regular meetings.
6. Submits the financial accounts of the Chamber for an annual independent compilation audit as necessary.
7. Assists the Chamber Staff in drafting the annual budget before December 15th of each year, and proposes to the Board of Directors at their December meeting.
8. Represents the Pullman Chamber of Commerce as assigned by the President of the Board.
9. In the absence of all other officers acts as temporary President of the Chamber.