



## **Truckee Chamber of Commerce Board Member Expectations and Responsibilities**

### **Overview:**

The Truckee Chamber of Commerce is dedicated to the economic vitality of our community. The chamber strives to have a Board of Directors that represents our service area in terms of both geographic and industry representation. Board members are official representatives of the Truckee Chamber of Commerce within the community.

The Board of Directors is the governing and policy-making body of the Truckee Chamber of Commerce. It authorizes and implements the program of action, approves the budget, and controls its property.

### **Benefits of Service:**

Truckee Chamber of Commerce Board members do not receive financial compensation. Board members receive an opportunity to help shape the economic future of Truckee and the Tahoe Basin, as well as interact with high-level community leaders in the public and private sectors.

### **Terms of Service:**

A Board member's term is three years. Board members may serve three three-year terms before they must term off for at least one year.

### **Time Commitment:**

Service on the Truckee Chamber of Commerce Board of Directors will require a minimum commitment of at least 60 hours a year.

Board meetings are usually held 12 times per year (90- 120 minutes each) and associated preparation time to review meeting materials, plus one strategic planning meeting (6-8 hours).

In addition to monthly board meetings, board members are expected to serve on at least one committee a year. Committees range from standing yearly committees to ad hoc committees.

Board members are expected to attend one chamber event a month such as Good Morning Truckee, Networking Mixer, Big Life Connections Event, Lunch & Learn etc.

The Annual Awards event held each September is mandatory for board members to attend.



**Role of the Board of Directors:**

The Board of Directors is the governing authority for the Truckee Chamber of Commerce.

The Board will leverage community support as needed to promote and advance the Truckee Chamber's program of work and mission. Additionally, the Board will work with and supervise the efforts of the President & CEO to ensure that he/she is carrying out the operational needs of the organization to realize its strategic objectives.

The Board of Directors will approve all organizational policies and guidelines to ensure adherence to the strategic objectives of the Truckee Chamber of Commerce. The Board has three main responsibilities:

**1. Governance**

Oversee matters critical to the health of the organization – not decisions or approvals about specific matters, which is management's role – but instead, those involving fundamental matters such as the viability of its business model, the integrity of its internal systems and controls and the accuracy of its financial statements.

**2. Strategic Direction**

Formulate key corporate policies and strategic goals, focusing both on near-term and longer-term challenges and opportunities, as well as ensuring adherence to the mission of the organization.

**3. Fiduciary Responsibility**

Steward the resources of the organization for the long run, not just by carefully reviewing annual budgets and evaluating operations but also by encouraging foresight through several budget cycles, considering investments in light of future evolution, and planning for future capital needs.



## Board Member Expectations

### **Board Attendance**

- Attend a minimum of 75% of Board Meetings throughout the year.\*\*
- Attend the Annual Board of Directors Retreat
- Review and understand Board Meeting materials prior to meetings
- Engage in Board discussions and policy decisions
- Actively represent the best interests of the general membership

*\*\* Upon unexcused absence from three (3) consecutive Board Meetings for reasons the Executive Committee fails to declare sufficient, said Board Member will be asked to resign.*

### **Engagement**

- Actively engage in at least one committee, steering committee, or task force outside normal board meetings
- Read Monthly Member News and other communications from the chamber to stay informed
- Actively refer and help close at least one new member per year
- Assist with membership retention by contacting those members you know who show signs of not renewing or canceling their membership
- Attend at least one Chamber event a month or an average of 12 a year
- Attend the Annual Awards Event each year (September)
- Be an “ambassador,” “promoter,” and “advocate” of the Truckee Chamber of Commerce

### **Financial Contribution**

- Maintain your membership in good standing based on the chamber’s membership dues schedule – do not allow your membership to go past due
- Board Members are highly encouraged to sponsor chamber activities throughout the year (Good Morning Truckee, Truckee 4th of July Parade, etc.)