



## Board Time Commitment and Duties

Thank you for your interest in a position as a member of the Elk Grove Chamber of Commerce Board of Directors. This is a position that directly drives the success of the Chamber in fulfilling its mission of serving the business community.

The position also comes with responsibilities. The Board sets policy and approves programs that become the basis for operating the Chamber. An effective board member will have the time, or be willing to take the time, to attend monthly board meetings, special meetings, appropriate committee meetings, and other functions or events.

*Some other criteria for board members include:*

- Be an independent thinker, but open to other opinions and options.
- Be willing to listen and learn.
- Be one who can accept change and even direct change
- Be willing to commit adequate time to the work of the board in order to be an effective member and properly discharge the duties of the board.
- Be capable of and willing to acquire the knowledge necessary to cope with the issues of a modern organization and its finances, operations, programs, services and public issues.
- Possess character and demeanor that will reflect favorably on behalf of the Chamber.
- Be willing to accept the challenges that may result from making decisions in the best interests of the membership that may not be acceptable to some individual members.
- Subordinate personal and other business interests to the needs of the Chamber when making decisions.

*Board time commitments and duties include:*

- Become familiar with the Chamber of Commerce policies, procedures and positions in order to be an informed representative of the Chamber Board of Directors by attending Membership 101 within the first 4 months of your term.
- Attend all Board meetings (regularly scheduled for the 4th Thursday of each month at noon) and other appropriate official Chamber meetings and functions, and assist in Chamber fund raising activities.
- Review all Board materials/recommendations, in advance of board meetings, in order to help the Board efficiently make effective decisions.
- Attend the annual Board planning retreat (usually in December). Participate in the development, adoption and implementation of the annual program of work.
- Communicate with the membership and the general public to inform them of Board actions and Chamber programs.
- Act as a resource in defining activities and/or issues within the membership and business community that need to be brought to the attention of the Board.
- Commit to bringing into the Chamber a minimum of two (2) new members per year and be on the alert for new businesses in the area and refer same to Chamber staff or membership committee.
- Serve on one or more Chamber committee(s), and keep the Board informed of the committee's work.
- Perform other such duties as may be requested from time to time by the Board of Directors or President/CEO.
- Attend the Board Orientation held prior to the December Retreat and start of your first term.

These are the commitments the Chamber's Board of Directors must make. If you are able to serve and have interest in becoming a prospective Board member, please fill out the Board Candidate Application and email [aperry@elkgroveca.com](mailto:aperry@elkgroveca.com) or mail to the Chamber. For additional information, contact the Chamber at 916-691-3760.