

Board of Directors Job Description Casper Area Chamber of Commerce

The Casper Area Chamber of Commerce is very dependent upon the efforts and support of Directors, who oversee and coordinate the activities of the Chamber of Commerce in order to assist the volunteers who develop and implement the Plans of Action that make the Chamber successful.

The Board – Volunteers who as a group are responsible for the formulation of policy and budget, oversight of the finances and Program of Work and the overall management of the Chamber of Commerce; compliance with applicable laws; allocation of resources to ensure the successful implementation of the Chamber Program of Work.

Meeting Responsibilities

- Directors must be committed to as many of the scheduled and special meetings as possible.
- Directors should be prepared for meetings. This includes reading materials sent out ahead of meetings and completing tasks assigned at the previous meetings.
- Directors must participate in the meetings by offering positive input, making constructive suggestions, responding to questions and offering to help.
- Directors must be willing to work toward consensus and support the final decisions made by the Board of Directors.
- Maintain Confidentially. The Board of Directors has a duty to protect Chamber information in any form in which it is received. Deliberations at board and committee meetings are confidential. The Board of Directors may not disclose any confidential information to anyone outside the board or committee on which they serve.
- Directors are encouraged to participate in the Chamber Committee of their choice and Directors may be requested to be the Chair of specific committees.
- Directors must be committed to attending and assisting with those functions that are part of the Chamber Program of Work including Annual Dinner, Business After Hours, Lunches, etc.
- Directors should actively participate in chamber member visitation and support, communicate positively about the Chamber, and report findings to the Board Chair, or the President/CEO.

Other Duties

- Directors should actively participate in chamber member visitation and support, communicate positively about the Chamber, and report findings to the Board Chair, or the President/CEO.

- Newly elected Directors are required to spend at least two hours or equivalent during the first year of their term in the Chamber office in order to more fully understand what it is the Chamber does on a day-to-day basis as well as get to know the staff.
- Stay abreast of local current events and read Chamber publications including the newsletter.
- Respond to surveys and mail sent by the Chamber.
- Be a positive influence on others and listen to input from others that can help the Chamber.
- Directors should proactively pursue new chamber business members.
- Do not spread yourself so thin that you cease to be an effective Director.

Signature: _____

Date: _____