

Fauquier Chamber of Commerce

Summary of Leadership Roles and Responsibilities

Board Job Description

The board performs essentially a legislative function. That is, it makes all policy decisions for the Chamber. However, from time to time, the board may direct a poll of the membership when considered desirable as a guide to member opinion and interest. Specifically the board shall:

Set the overall policy for the organization.

- Determine the goals of the Chamber through its approved program of work
- Provide adequate funding through the annual budget to carry out the program of work.
- Establish the dues structure of the Chamber to support the program.
- Elect officers in accordance with the by-laws of the Chamber.
- Recommend and approve changes to the by-laws.
- Fill all vacancies that occur in its membership
- Meet as required by the by-laws, or at the call of the Chairperson, or on its own motion.
- Provide adequate facilities and equipment for Chamber operations.

As individuals, each director is expected to:

- Attend all meetings of the Board.
- Consult with the membership in order to be truly representative and communicate board action.
- Offer suggestions of persons who may be willing to serve on Chamber committees or task forces.
- Perform such other duties, within his/her capabilities, as may be requested by the Chairperson.

Job Descriptions for Board Positions:

The Officers and Executive Committee

The officers of the Chamber Board of Directors shall consist of the following members: Chairman of the Board, Chairman of the Board - Elect, Treasurer/Secretary, and one or more Vice Chairmen as the Board of Directors may direct from time to time. These officers, the President, and the Immediate Past Chairman of the Board shall constitute the Executive Committee.

The Chairperson

- The Chairperson shall serve as the chief elected officer of the Chamber of Commerce and shall preside at all meetings of the membership, Board of directors, and Executive Committee.
- Assign officers to divisional responsibility, subject to Board of Director's approval.
- Assist the President/CEO, and consult Vice Chairmen, in developing a Program of Work for the ensuing year and assign a Board member to monitor each area and/or chairman.
- Assist the Treasurer and President/CEO in developing a budget to sustain the chamber's operations.
- have authority to sign Chamber checks in the absence of the President/CEOⁱ

* All VC submit reports in writing based on particular format

- Create task forces as deemed necessary to achieve the Chamber's mission and Program of Work.
- The Chairperson shall, with the advice of Vice Chairmen and the Immediate Past Chairperson, determine all committees, select all committee leaders, and assist in the selection of committee personnel, subject to approval of the Executive Committee and board of directors.
- He/she shall recommend such changes in procedure and policies as he/she may deem appropriate to the Board.
- As Chairperson of the Executive Committee of the Board, he/she shall call it to meeting between those of the full Board as necessary to assure effective action.
- He/she shall preside at all meeting of the full Board and be responsible for presenting an agenda for each, based on the premise that each member of the Board be as fully informed on Chamber activities as possible, at all times working closely with the President/CEO to assure this result.
- He/she shall be an ex-officio member of all committees and attend such meeting as may be necessary or convenient, but shall not be expected to attend all of them. He/she may call meeting or committees in cases where the committee chairman, for any reason, fails to do so and issue directives, recommend action, but he/she shall be cautious in exercising such power.
- He/she shall be responsible for reporting to the Board all actions of the Executive Committee taken between meetings of the full Board to include recommendations.

The Immediate Past Chair

- As directed by the Chairperson, coordinate and supervise task forces to address issues that are of immediate need/concern to the Chamber. Task forces should be comprised of current Board members, past Board members and/or committee chairmen.
- Advise Chairperson on potential selections of task force members.
- Work closely with task forces to see that groups understand and actively carry out their responsibilities.
- Serve as the liaison person between the task forces and the Board of Directors. Report to board status and updates on task force results.
- Call and attend meetings of the task forces as may be necessary or convenient. Can serve as interim leader or appoint a leader.
- Perform such other tasks as may be assigned by the Chairperson.

The Chair Elect

- Supervise those divisions of Chamber activity designated by the Chairperson, including all committees designated by the board
- Advise Board Chairperson on potential selections of Chairmen to staff the various committees under their jurisdiction.
- Serve as ex-officio members on all committees in their division.
- Serve as the liaison person between the committees and the Board of Directors as needed.
- Attend the meeting of the committees in their division as may be necessary or convenient, but shall not be expected to attend all of them. They may call meetings of committees in cases where the committee chairman, for any reason, fails to do so, issue directives and recommend actions, but he/she shall be cautious in exercising such power.
- Assume the duties of the Chairperson in his/her absence or incapacity in the order of seniority.
- Serve as voting members of the Executive Committee as provided in the bylaws.
- Act as Parliamentarianⁱⁱ
- They shall perform such other tasks as may be assigned by the Chairperson.

- Be prepared to report to the Board at any time when called upon to do so, or on their own motion, on any matters about which the Board needs to be informed, or is required to take action.

The Treasurer

The Treasurer shall be responsible for the safeguarding of all funds received by the chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors.

- Review and present a monthly financial report to the Board.
- Assist the President/CEO and Chair in developing a yearly budget.
- Attend Executive Committee meetings
- Participate in nominating committee for the following year's Board and Executive Committee
- Perform such other tasks as may be assigned by the Chair.

The Vice Chair of Events

- Act as liaison to the board and committee Chair(s) and oversee the activities of the committee
- Attend Executive Committee meetings
- Participate in nominating committee for the following year's Board and Executive Committee

The Vice Chair of Marketing

- Act as liaison to the board and committee Chair(s) and oversee the activities of the committee
- Attend Executive Committee meetings
- Participate in nominating committee for the following year's Board and Executive Committee

The Vice Chair of Membership

- Act as liaison to the board and committee Chair(s) and oversee the activities of the committee
- Attend Executive Committee meetings
- Participate in nominating committee for the following year's Board and Executive Committee

The Vice Chair of Councils

- Act as liaison to the board and Council Chairs and oversee the activities of the specific councils
 - Women's Business Council
 - Government Contractor/Technology Council
 - Agricultural Education Council
- Attend Executive Committee meetings
- Participate in nominating committee for the following year's Board and Executive Committee

The Executive Committee

The Executive Committee is composed of the Chair, Chair-Elect, Treasurer, Immediate Past Chair, and the Vice-Chairs.

- The charge of this committee is to review policy, review personnel issues, and address issues brought to the Committee concerning the day-to-day operations of the Chamber.
- The Executive Committee serves as the Personnel Committee for the Board of Directors.
- All actions of the Executive Committee, except those that are routine, are brought to the full board for consideration.
- The Executive Committee acts as Nominating Committee for the following year's board and reviews the Chair-elect's proposed slate of officers for the following year's Executive Committee

ⁱ FCoC Bylaws Article IV, Section 4

ⁱⁱ FCoC Bylaws Article IV, Section 5