



PONTE VEDRA BEACH CHAMBER OF COMMERCE BOARD OF DIRECTORS' RESPONSIBILITIES AND OBLIGATIONS

The most important qualification of your role as Director is the mandatory attendance at the monthly Board meetings, held at 5:30 pm on the 2nd Monday of each month in the Board Room at the Chamber office, 50 A1A North, Suite 102, Ponte Vedra Beach, FL 32082. A Director is expected to inform the Executive Director by calling 904-285-2004 or emailing ginger@pontevedrachamber.org if they expect to miss a meeting in order to insure that a quorum is present to conduct business. Directors are allowed to miss three meetings and if they miss more, they will be asked to resign. A call-in to the meeting can be arranged if *necessary*.

ATTENDANCE AT CHAMBER FUNCTIONS:

One of the reasons for an individual to join the Chamber is the networking opportunities that exist. Attendance by the Board of Directors shows support for the Chamber and gives the membership a chance to air views about Chamber operations, municipal affairs and life in general. Each Director is expected to attend one additional event bi-monthly.

COMMITTEE INVOLVEMENT:

A Director is expected to serve on one standing or event committee serving as the Board's liaison with the committee. He or she is expected to drum up support by recruiting volunteers from the membership for this committee and assist in way possible to achieve the goals set forth by the Board.

MEMBERSHIP RECRUITMENT:

The best source of leads for new members is the Directors themselves. It is hoped that each Directors will provide leads to the Chamber Member Sales & Service Manager for new members.

MEMBERSHIP RETENTION:

On a rotating basis, each Director will be assigned a new member to welcome into the Chamber. This can be done by letter, phone call or email and should be done within two weeks of the assignment.

FINANCIAL COMMITMENT:

Each Director is expected to support the Chamber by investing in non-dues revenue efforts. If that effort involves the sale or purchase of tickets, the Board will determine individual Director's responsibilities on an event-by-event basis and this decision will apply to all Directors.

AMBASSADOR OF GOODWILL:

Chamber of Commerce Directors are regularly asked to attend openings, cut ribbons, participate in community events and spread goodwill in the name of the Chamber. In many cases, a Director will be planning to attend the function anyway, and the Chamber asks only that you wear your nametag and be visible as a Chamber representative.

KNOWLEDGE OF CURRENT EVENTS:

Chamber of Commerce Directors are an important force in the growth of the community. Keeping up to date with current affairs, especially as they relate to the community, is one of the Director's most important responsibilities. If you have specific areas of knowledge that would benefit your Chamber of Commerce, please advise the Board President or Executive Director.

MEDIA RELATIONS

Chamber Directors are regularly approached by the media for comments on current issues. The Chamber has a standing policy that the President or Executive Director is the only acceptable media contact on any issue.

A COMMITMENT OF TIME:

A Director can expect to devote approximately 4-6 hours per month of his or her time to the meetings, programs, and duties of the Chamber. This time commitment is the minimum to be expected, and depending on the individual, can be much more extensive.

DIRECTOR'S CODE OF CONDUCT:

1. Although a Director may be drawn from a specific interest group, Directors as a whole must represent the interests of the *entire* membership.
2. Directors shall maintain confidentiality of the details and dynamics of Board discussions, as well as those items designated as confidential.

3. Regardless of their personal viewpoint, Directors shall not speak against, or in any way undermine Board solidarity once a Board decision has been made.
4. Directors shall avoid, in fact and in perception, conflicts of interest and disclose to the President, in a timely manner, any possible conflicts.
5. Director's contribution to discussions and decision making shall be positive and constructive.
6. Director's interactions in meetings shall be courteous, respectful and free of animosity.
7. Directors shall know and adhere to the Chamber's governance policies.
8. Directors shall be prepared for meetings, having read pre-circulated material in advance of the meeting.
9. The Executive Director is responsible to the President. Consequently, no single Director or committee has authority over the Executive Director.
10. Directors shall conduct themselves in an ethical and professional manner at all times.

As a member of the Ponte Vedra Beach Chamber of Commerce, I agree to fulfill the responsibilities and obligations as outlined above.

Name _____

Signature _____

Date _____