



Board of Directors Position Description

Position	Prepared By	Date Prepared/Revised
President	Kate Ferris	11/09/2017
<p>Duties</p> <ol style="list-style-type: none"> 1. Attend and preside over all Chamber board meetings. 2. Attend and preside over all Chamber general meetings. 3. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>. 4. By December 31st appoint a Financial Compilation Committee from the Chamber members. 5. Meet monthly, in conjunction with the Vice President, with the New Kent County Economic Development Authority Director. 6. Call special Board meetings when necessary or requested in accordance with the Bylaws. 7. Coordinate with the Chamber Coordinator to determine that a quorum exists at any Board or Chamber meeting where voting occurs. 8. Cast a tie-breaking vote at Board meetings when necessary. 9. Coordinate with Membership Director to obtain monthly list of new members before the monthly Chamber meeting. 10. Coordinate with the Treasurer to prepare the annual budget and present it for review 1 week prior to the January Board meeting. 11. Co-sign Chamber checks issued by the Treasurer. 12. Monitor and review information from Directors pertaining to Chamber events. 13. Ensure all Directors actively pursue their respective activities and responsibilities. 14. Appoint <i>ad hoc</i> committees as necessary. 15. Serve as <i>ex-officio</i> member of all Chamber committees with the exception of the Nominating Committee. 16. Receive, review, and present to the Board at the monthly Board meeting the meeting minutes received since the previous Board meeting of each committee. 17. Receive and present to the Board for approval all committee budgets. 18. Receive and present to the Board for approval all Chamber and committee expenditures of \$100.00 or greater not included in the Chamber budget. 19. Receive and review all committee financial and other records at the dissolution of a committee and submit to the Chamber Coordinator for filing. 20. Present Chamber Business Awards at the New Kent County Economic Development Authority Business Appreciation dinner; usually in May. 21. Present, in conjunction with the Vice President, scholarships at New Kent High School Bridging Communities awards ceremony. 22. Present business grant awards at the monthly Chamber meeting after grants are awarded. 23. Contact any member resigning from the Chamber to determine reason for resignation and encourage business not to resign. 24. Present suggested revisions to the <i>Bylaws</i> and <i>Member and Employee Handbook</i> to the Board for consideration and voting on the revisions. 25. Coordinate with the Board to fill any vacant Board position and request prospective candidates fill any open Board position. 26. Plan Christmas party. 27. Serve as Past President at the end of the President term of office. 		