



Board of Directors Position Description

Position	Prepared By	Date Prepared
Vice President (President Elect)	Don Hilbish	11/12/2017
Duties <ol style="list-style-type: none">1. Attend all Chamber board meetings.2. Attend all Chamber general meetings.3. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>.4. Meet monthly, in conjunction with the President, with the New Kent County Economic Development Authority Director.5. Present, in conjunction with the President, scholarships at New Kent High School Bridging Communities awards ceremony.6. Lead Board meetings and Chamber meetings in the absence of the President.7. Act on behalf of the President whenever the President is unavailable.8. Oversee the execution of the Chamber Cup Golf Tournament fundraiser.9. Serve as advisor to the ATONK Committee.10. Partner with Membership Director to grow membership through compelling offerings, targeting local businesses, and responding to member feedback.11. Fill in as needed in committees and lead initiatives as directed by the President with the goal of understanding how the Chamber functions as a whole to be effective as President the following year.12. Recruit, manage, and develop the talent on the Board to include identifying potential new Board directors, facilitating conversations for future Officer positions to create leadership succession, and mitigate relationships among volunteers to maintain teamwork.13. Aid in fulfilling the current President's priorities and agenda, while developing a strategic plan and priorities for the following year as President.14. Serve as chairperson of a President-appointed Policy Committee to review proposed revisions to the <i>Bylaws</i> and <i>Member and Employee Handbook</i> and make recommendations to the Board.15. Co-sign Chamber checks issued by the Treasurer.		