



## Board of Directors Position Description

Position	Prepared By	Date Prepared/Revised
Secretary	Gillian Barney	11/12/2017
<p data-bbox="180 327 250 354"><b>Duties</b></p> <ol data-bbox="180 361 1440 850" style="list-style-type: none"><li data-bbox="180 361 662 388">1. Attend all Chamber board meetings.</li><li data-bbox="180 401 683 428">2. Attend all Chamber general meetings.</li><li data-bbox="180 441 1440 548">3. Read and review annually the <i>Bylaws</i> and <i>Member and Employee Handbook</i> to become familiar with the documents and be cognizant of all Board member and Chamber member responsibilities, policies, and procedures to serve as advisor to the President and the Board on any applicable issues.</li><li data-bbox="180 560 1440 621">4. Coordinate with the Chamber Coordinator to ensure Board and Chamber meeting announcements and agendas are distributed to the Board and Chamber members as applicable.</li><li data-bbox="180 634 1440 741">5. Accurately record in detail and preserve in electronic files, including sending an electronic copy to the Chamber Coordinator or archiving, all Board meeting activities and votes and distribute these minutes for review to all Board members prior to the next Board meeting.</li><li data-bbox="180 753 1440 814">6. Serve as Chairperson of the annual Nominating Committee and recruit one or two Chamber members to serve on the committee to recruit nominees for applicable expiring positions on the Board.</li><li data-bbox="180 827 818 854">7. Co-sign Chamber checks issued by the Treasurer.</li></ol>		