



Board of Directors Position Description

Position	Prepared By	Date Prepared/Revised
Programs and Awards Director	Larry L. Reynolds	11/05/2017 01/18/2018 Rev. 1
<p data-bbox="180 369 1443 396">Duties</p> <ol data-bbox="180 401 1443 1224" style="list-style-type: none"><li data-bbox="180 401 1443 428">1. Attend all Chamber Board meetings.<li data-bbox="180 432 1443 459">2. Report on all programs and awards activities at the monthly Board meeting.<li data-bbox="180 464 1443 491">3. Attend all Chamber general meetings.<li data-bbox="180 495 1443 522">4. Read annually and become familiar with the <i>Bylaws</i> and <i>Member and Employee Handbook</i>.<li data-bbox="180 527 1443 596">5. Recruit volunteers from the membership to form a committee to assist with assigned duties and activities.<li data-bbox="180 600 1443 669">6. Obtain business locations for each monthly Board meeting and Chamber meeting at least two months prior to each meeting and report this information at each monthly Board meeting.<li data-bbox="180 674 1443 743">7. Obtain a business or government guest speaker for each monthly Chamber meeting at least two months prior to each meeting and report this information at each monthly Board meeting.<li data-bbox="180 747 1443 816">8. Serve as chairperson for the Chamber Cup Golf Tournament Committee, coordinate this activity with the Fundraising Director, and fulfill the responsibilities of the committee as specified in the <i>Member and Employee Handbook</i>.<li data-bbox="180 821 1443 890">9. Serve as chairperson of the Awards Committee, obtain one or two Chamber members to serve on the committee, and fulfill the responsibilities of the committee as specified in the <i>Member and Employee Handbook</i>.<li data-bbox="180 894 1443 963">10. Serve as chairperson of the Scholarships and Grants Committee, obtain one or two Chamber members to serve on the committee, and fulfill the responsibilities of the committee as specified in the <i>Member and Employee Handbook</i>.<li data-bbox="180 968 1443 1224">11. Receive and review all sponsorship requests and coordinate with the requesting organization to ensure all pertinent information is available and presented for Board review and approval. Report the Board decision to the requesting organization.		