

Corvallis-Benton Chamber Coalition

Board of Directors

Job Description

The Board of Directors of the Chamber Coalition serves two essential roles in support of the mission. The Board of Directors is responsible for governance and performance of the organization.

Vision

The Corvallis Benton Chamber Coalition is a catalyst for creating a thriving economic base enabled by education, research, entrepreneurship, manufacturing and supporting our retail sector, resulting in a great place to live and work.

Mission

To serve, grow, retain and recruit business in Benton County

Requirements for Board Service

- A demonstrated interest in the organization's mission and goals
- Specific experience and /or knowledge in at least one of the key areas described below
- A willingness to expand knowledge and responsibilities through orientation and ongoing training sessions, which may include occasional retreats and workshops scheduled throughout the year
- A willingness to represent the Chamber Coalition within community endeavors

Time Commitment

Six to nine hours per month, depending on your interests, distributed approximately as follows:

- 2-4 hours for Board meetings, both attendance and preparation
- 4-6 hours for committee meetings, both attendance and preparation
- 1-2 hours for assistance with events and programs
- Variable possible extra time for committee or task force meetings, special events, trainings/workshops, etc.

Responsibilities

The CBCC Board as a whole has the responsibility for governing the entire organization. Chamber Coalition Directors will:

1. Regularly attends board meetings and important related meetings.
2. Makes serious commitment to participate actively in committee work.
3. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.

Adapted from BoardSource

4. Stays informed about committee matters, prepares themselves well for meetings and reviews and comments on minutes and reports.
5. Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
6. Is an active participant in the committee's annual evaluation and planning efforts.
7. Participates in fund raising for the organization.

The Board determines policy, sharing leadership roles in the following key areas:

Human Resources

- Board membership, including recruiting and orienting new Directors, training, evaluating and recognizing existing Directors
- Providing fellow Directors with opportunities to grow and develop as leaders
- Selecting, hiring and supporting the President, including providing regular performance evaluation and ongoing assistance as requested
- Volunteer involvement, including execution of programs and events, evaluation and analysis of outcomes, policy development with regard to how the organization treats, recognizes and celebrates its members, staff and volunteers

Planning

- With assistance from the President, reviews and develops the organization's annual plan of work outcomes
- Plans for the organization's future on a long-term and short-term basis
- Evaluate the organization's performance on programs, events and operations on a regular basis
- Periodically reviews the vision and mission of the organization

Finance

- Regularly reviews financial statements for the organization
- Ensures financial accountability of the organization and its divisions including financial autonomy of earmarked funds
- Assists the President with the development of the budget
- Adopts the annual budget
- Raises money for the Chamber Coalition's economic development division
- Manages and maintains properties, investments and other assets, which the organization possesses
- Develops financial strategy to ensure stability of the organization

Community Relations

- Promotes the organization to the general public, including serving as an emissary to the community

- Promote cooperative action with other organizations, including: participation in activities and occasions when the organization should take part in coalitions, fundraising, etc.
- Promotes the community's of Benton County as a great place to do business
- Promotes Chamber Coalition member business and encourages purchasing practices that actively access members.

Oversight

- Ensures Board operations, organizational and legal structures are adequate and appropriate
- Ensures the organization and its Directors meet all applicable legal requirements

I have read the Chamber Coalition's Board of Directors Position Description and understand what is expected of me as a Director of the Corvallis Benton Chamber Coalition. I am willing to serve in this capacity to the best of my ability in order to help the Chamber Coalition reach its mission and objectives.

Signed this _____ day of _____, 2008

Director's Signature

Date

Print

President's Signature

Date

Print