

**NORTH 65 CHAMBER OF COMMERCE - BOARD OF DIRECTORS**  
**POSITION DESCRIPTION**  
**NOVEMBER 9, 2016, MARCH 8, 2022 REVISED**

**RESPONSIBLE TO:** North 65 Chamber of Commerce Membership

**FUNCTION: Policy Making Level**

To determine, plan and execute the goals and Program of Work of the Chamber of Commerce

**MAINTENANCE OF PROFESSIONAL ETHICS**

A Director has access to privileged information. It is imperative that the highest degree of personal and professional ethics be observed at all times to protect the confidentiality of sensitive transactions and to avoid the possibility of a conflict of interest.

**SUMMARY OF PRIMARY DUTIES AND RESPONSIBILITIES**

**1. Attend monthly Board of Director meetings and annual/semi-annual planning retreat**

- Attend monthly meetings. Three consecutive absences may result in removal from the board per the bylaws.
- Maintain focus on the mission and strategic goals
- Fiduciary responsibilities: Review and approve monthly financials, dues schedule and fund raising activities and annual reporting per regulatory requirements
- Understand the purpose of committees and their action programs for the current year
- Approve both long and short term goals and objectives of the Chamber of Commerce
- Responsible for processes related to hiring/dismissal of staff

**2. Connect the chamber and its goals/mission/vision to the community**

- Be continually alert for opportunities to explain and sell Chamber of Commerce activities and membership benefits to both potential and current members
- Attend Chamber of Commerce activities
  - At least 1 of the 2 major fundraisers  
(Annual Gala and Awards Dinner and Chamber Cup Golf Outing)
  - At least 50% of monthly luncheons (held on the 3<sup>rd</sup> Wednesday at noon)
- Attend functions, either by invitation or where the public is invited, that will show Chamber of Commerce support
- Keep informed of activities in the Cambridge and Isanti area and at the Chamber of Commerce
- Alert the Chamber office to new business, expansions, or key management changes in the area
- Support all image building programs and policies established by the Chamber of Commerce
- Be willing to express ideas that will improve the Cambridge and Isanti areas and the Chamber of Commerce

**3. Committee Involvement**

- Serve an active role on one or more committees
- Chair committees as requested; Provide effective liaison between committees, Board of Directors and staff
- Aid the committees in the successful achievement of their goals