

DeForest Windsor Area Chamber of Commerce BOARD MEMBER POSITION DESCRIPTION



Position title: Director

Reports to: Chamber President

Purpose: To act as a voting member of the Board of Directors with full authority and responsibility to develop policies, procedures, and regulations for the operation of the DeForest Windsor Area Chamber of Commerce; to monitor the Chamber's financial health, programs, and overall performance; and to provide the executive director with the resources to meet the needs of Chamber members.

Benefits:

- Help to shape the Chamber's direction and goals during this exciting time of strategic realignment to our Mission
- Develop leadership and other broadly applicable skills
- Gain or enhance experience in building and working with diverse teams and a variety of organizations
- Increase knowledge of the Chamber's activities and resources
- Opportunity to make a difference in the DeForest Windsor Area community

Time Commitment:

- Attend monthly Board meetings in person (1 hour each), day & time to be determined by current Board members.
- Become proactively engaged in the Board with a value-add project of your choice. This could include running an event, joining a committee, becoming an ambassador, or some work on some other project of your choice in partnership with the Executive Director. For example, our current treasurer struggles with availability for events but proactively champions financial process refinement via working with the Executive Director and Accountant greatly contributing to organizational success.

The full Board's responsibilities:

- Support the mission, vision, and goals of the Chamber
- Be knowledgeable of the organization's strategic plan
- Be well informed of Chamber finances to fulfill fiduciary responsibility
- Be an advocate for the Chamber and promote it in ways appropriate to your resources

Individual Board Member's duties:

- Attend board meetings well-prepared and informed about issues on the agenda
- Inform the executive director of the needs and concerns of the members and community
- Actively participate in decision making
- Share your expertise with the board and staff
- Support the chamber membership and recruitment efforts
- Avoid even the appearance of conflict of interest
- Contribute to meetings by respectfully expressing your point of view
- Participate in assessments to improve Board and organizational performance

Desired Skills and Experience:

- Knowledge of chamber's mission and goals
- Knowledge of the DeForest Windsor Area community
- Commitment to maintaining a strong Chamber that is responsive to their membership
- Ability to handle all Chamber business with tact, enthusiasm, and commitment
- Ability to motivate committee members
- Ability to take responsibility and follow through on assignments
- Ability to work well with people individually and in a group

Term of Service:

Directors of the Board are elected for a two-year term, serving from January 1 through December 31 of the second year. Directors are nominated by voting members of the Chamber. Members may be re-elected for a second and/or third two-year term, based on their ability to continue to fulfill board responsibilities.

Contact Luke Justman for interest
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