

**The Jefferson County Chamber of Commerce**  
*Committee Participation Agreement*  
2019

The committee structure at the Jefferson County Chamber of Commerce is aimed at encouraging involvement of chamber members and their employees and utilizing their input and expertise to achieve goals set forth by the mission statement of the Chamber. Participation is also a great way for members to broaden their contact networks and learn about and become involved in issues affecting the local business community. Committee members must be members in good standing of the Jefferson County Chamber of Commerce or employees thereof.

**Committee Composition**

Each committee will consist of:

- A Committee Chair
- A Recording Secretary
- Members at Large

**Committee Chair**

The Committee Chair is accountable and reports to the Jefferson County Chamber of Commerce President and Board of Directors. He or she must be able to lead, delegate and motivate. The Committee Chair will be appointed by the Chamber President and is subject to confirmation from the Chamber Board.

The Committee Chair is expected to:

1. Work with committee members to identify specific goals and objectives based on the Chamber's mission statement and objectives for the committee.
2. Assume and delegate responsibility
3. Establish subcommittees as and when necessary
4. Work to keep committee members motivated and accountable
5. Agree on time frames for achieving goals and objectives
6. Stay in communication with the Chamber President with regard to committee activity
7. If financial assistance is needed to accomplish a goal, prepare a budget to be submitted for approval
8. The Committee Chair's term will be 12 months, unless otherwise determined by the Chamber Board.

**Recording Secretary**

The Recording Secretary is expected to:

1. Attend all meetings and record, prepare, and distribute minutes to fellow members and Chamber president in a timely manner.
2. Prepare and distribute all committee correspondence as directed, and report on and respond to correspondence received.
3. Maintain meeting notes and ensure that copies are kept on file with chamber staff.
4. The Recording Secretary's term will be 12 months, unless otherwise determined by the Committee Chair.

**Members at Large**

Committee Members at Large are expected to:

1. Come to all meetings prepared to contribute and take part in discussion.
2. Share experiences for the benefit of the group.
3. Tackle problems objectively, fairly and without conflict.

4. Avoid digressing from the topic and help ensure efficient, productive meetings.
5. Follow the discussion attentively and with respect for others' opinions.
6. Take an active role in sharing the work of the committee.
7. Assist in the accomplishment of goals effectively and on schedule.
8. Accept the direction from the Committee Chair.
9. Avoid personal or professional conflicts of interest that may arise during regular committee business.
10. Avoid situations that allow unfair personal or professional gain by committee participation.
11. Abide by the Chamber bylaws and observe professional confidentiality protocol.
12. Avoid speaking or acting on behalf of the Jefferson County Chamber of Commerce without explicit prior permission.

### **Scheduling Meetings and Attendance**

Meeting frequency is in the discretion of the Committee Chair, with a goal of meeting at least 10 times per year. Meeting days and times must be pre-approved with Chamber staff and board room booked in advance. All Committee members are expected to attend all meetings and provide advance notice of being unable to attend.

### **Rules of Procedure at Meetings**

The Committee Chair shall run meetings in his or her discretion, with reference to the following principles:

1. The Chair will prepare an agenda and present to Chamber president in advance of each meeting and to those in attendance.
2. The Chamber president will serve as an ad hoc committee member on all chamber committees.
3. The Chair will call the meeting to order at the appointed time.
4. Quorum at committee meetings is one half of the committee members plus one.
5. Committee decisions will be arrived at through general agreement among those present at the meeting.
6. Formal rules of procedure (specifically Roberts Rules of Order) may be invoked by the Chair to save time, co-ordinate proceedings, keep discussion relevant, or otherwise manage meeting dynamics.
7. If a matter comes to a formal vote, in the event of a tie the Chamber president may cast a second or deciding vote.

I am interested in serving on the \_\_\_\_\_

committee(s) and have read and agree to the above rules and codes of conduct.

\_\_\_\_\_ Business/Organization: \_\_\_\_\_  
 Name (Printed)

\_\_\_\_\_ Date: \_\_\_\_\_  
 Signature

*In office use:*

*Received by (Chamber staff) on* \_\_\_\_\_

*Initials:* \_\_\_\_\_