



Board of Directors – Basic Guidelines

As a member of the Board of Directors, your role is critical to the success of the Chugiak-Eagle River Chamber of Commerce. The best part of our board is the variety of perspectives you each have to offer!

DURATION

- **Elected Board Members:** Those board members that are elected by the general membership (10 total, with 5 seats expiring each year) will have a minimum two year commitment to the Chamber. New board members are presented to the community at the Annual Dinner and assume their duties at the September normal Board Meeting or the Annual Retreat, dependent on timing.
- **Appointed Board Members:** Those board members appointed by the Board President and confirmed by the Board of Directors (5 total, with 5 seats expiring each year) will have a minimum one year commitment to the Chamber. New board members are presented to the community at the Annual Dinner and assume their duties at the September normal Board Meeting or the Annual Retreat, dependent on timing.

GENERAL RESPONSIBILITIES

- **Board of Directors Meeting:** Attendance for the Monthly Board of Directors Meeting is critical. The monthly meetings are typically the last Friday of each month. If you are not able to attend a meeting, please notify the Executive Director. If needed, you may attend by conference call if advance notice is provided to the Executive Director.
- **E-votes:** Occasionally an E-vote will be needed between board meetings. An E-vote will be an item sent to the board members via E-mail and you would reply with your decision to approve, not approve, or abstain (if applicable) via E-mail or using the ballot procedure provided in the email.
- **Chamber Committees:** Participation in one or more of the committees is critical for the success of the Chamber. Our committees are made up of Chamber Staff, Board Members and Community Members. Knowledgeable and responsible board members provide the successful foundation of an affective committee. Occasionally an Ad-hoc committee will be created to discuss issues or policy changes and the results are brought back to the board for review and/or implementation. Different committees have different time commitments. Event committees are most active directly prior to an event. Other committees are operational year-round, but function like a “focus group” and are time concentrated for only short periods of time.
- **Volunteer & Attend Events:** The Board of Directors assists the Chamber Staff in planning and executing events throughout the year. Attendance shows you care about our members and demonstrates your commitment to your position to the membership. We realize you can not attend every event or activity, that is understandable, but hope you will look at the chamber events early and schedule them into your calendar for the year.
- **Set Policy:** The Board of Directors is responsible for setting chamber policy. Become familiar with Bylaws. This will greatly assist in your decision making. If you have a question about an item in the Bylaws, feel free to ask questions.
- **Budget:** During the Board Retreat, typically held in October, the Board of Directors is responsible to set the budget for the year. The board will review the financial progress throughout the year. The budget is reviewed at the Monthly Board of Directors Meeting.
- **Resources Access & Information Sharing:** Given the variety of experience the Board of Directors possess we expect individual members to share resources and provide relevant community and business information.



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CONSIDERATIONS

- **Day-to Day Operations:** Board members do not need to be involved in the direct Day-to Day operations of the chamber. Two fulltime staff work directly with the board for this purpose.
- **Communication:** Communication with the media is communicated through the President, Executive Director or Designee. You are highly valued in our Community when you sit on the Chamber’s Board of Directors. Formally, and informally, people want to know what you think! You should always use language to indicate when an opinion or comment is speaking as an individual and not on behalf of the chamber.
- **Legal Obligation:** Board members may not enter into legal obligations on behalf of the Chamber. Only the Board President, or, where appropriate the Executive Director, may sign documents regarding legal obligations. (Reference Bylaws for further information)
- **Conflicts of Interest:** Board members should be highly cognizant of any conflicts of interests with their participation with the Chamber and their own personal and professional areas of life.

CONTACTS

- **General Inquiry:** For general questions related to the Chamber of Commerce, including normal operations and events, please contact the Executive Director at executivedirector@cer.org or 907-694-4702. This is a staff position, subject to normal hiring practices. The current Executive Director is Debbie Rinckey.
- **Board of Directors Inquiry:** For questions related to the Board of Directors, please contact the Board President. This is an elected seat, chosen from the current Board of Directors. The presidency term is two years. Contact president@cer.org. The current President is Kelsie Sullivan. On September 1, 2021 Leslie Lance will be the Incoming President.

Disclaimer: The intention of this form is to provide a brief summary of some of the most basic guidelines and can be considered a brief Q&A of most frequented questions asked. The CERCC Bylaws is the official document for Chamber Operations and therefore supersedes all other information should there be any inconsistencies.