



6122 South Park Ave.
PO Box 848, Hamburg, NY 14075
(716) 649-7917

www.southtownsregionalchamber.org

SRCC Board of Director's Expectations

- I am expected to be prompt and on-time to all Chamber events, including Board meetings and email correspondence with Chamber staff.
- As a board member, I am considered a brand ambassador of the SRCC and a representative of the organization and its mission. Therefore, I am expected to withhold confidential information discussed within board meetings, private discussions with board members and Chamber staff as appropriate.
- I understand that serving as a board member means I am part of an advisory council and have not been authorized to act on behalf of the SRCC independently unless authorized by the Chair of the Board and the Executive Director.
- I am expected to maintain in good standing Chamber membership for company and pay dues on time.
- I am required to abide by the Chamber Conflict of Interest Policy, Confidentiality Policy, and other policies that the Chamber may adopt.

Each quarter, the Governance Committee will receive an update from the Executive Director to ensure accountability of the expectations outlined herein of each board member. Our goal is to have a robust and active volunteer board where responsibilities are shared among the group.

Measurable Expectations:

1. Annually, 10 board meetings will be scheduled. I am expected to attend a minimum of eight. For board meetings, the SRCC prefers in-person attendance and at times may be zoom only as directed by the Executive Director and Chair of the Board. Board meetings will be held at Southtown Audio Video, 75 Lake St. in Hamburg from 8:30am – 9:30am, every third Tuesday of each month apart from August and December.

The week prior to the board meetings, I will receive an agenda with specific items we will be reviewing at the upcoming meeting. Note, the Chamber's fiscal year is currently July 1st — June 30th.

2. I am expected to participate in at least two Chamber committees.

Internal Committees include:

- Executive: comprised of the Executive Director, Chair of the Board, Chair-Elect, Treasurer, and Secretary only.
- Governance: review internal policy and procedures, making any adjustments, and reporting to the board.
- Finance: review annual budget and meets when necessary to discuss financial issues, changes, etc.
- Strategic Planning: meets monthly and in process of determining long-term planning for the Chamber 1,3 and 5 years. *(Taking new members)*

External Committees are composed of board members and other chamber members and include:

- NexGen: Focus is working with local schools and member businesses for workforce development and staffing developments. Meets every two months during the school year, we do not meet in June, July and August.
- BINC: Business Insight and Networking: Meets quarterly. This committee gathers moderators for The Exchange – our networking round table events held quarterly, we also discuss new ideas for member networking events or opportunities. *(Taking new members)*



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- Brand Ambassadors: This committee works primarily through email to receive a list each quarter of newly joined members. This committee makes calls to welcome them aboard and give some insight into things the Chamber does. *(Taking new members)*
- Regional Advisory Committee: This committee meets quarterly and helps the Chamber keep up on what the pulse throughout our region. We discuss important legislative considerations and changes affecting our business environment and members, upcoming things to be aware of, new officials, and/or new things happening in development affecting our region. *(Taking new members)*
- Events Committee: This committee meets more frequently around events such as Golf (August) and Wedding event (April) and helps us get donations for raffles, discuss new event ideas or ways to revamp events we hold. We also ask this committee to volunteer at times to help with events the Chamber holds. This is a great way to get in front of new business owners and meet new people for your own business under the umbrella of the Chamber and a community cause we are involved in such as the event you may be asking for their participation. *(Taking new members)*

3. I am expected to refer and try to get at least two new chamber members annually.

- As a board member of the SRCC, you are expected to be a champion and ambassador for the organization by talking positively about the organization, relaying information you receive from members or the public so we can maintain our reputation of helpful, active, an influence in the region, and a support system for our members.

4. I am expected to annually 1) sponsor, 2) donate, and/or 3) attend multiple Chamber events, or otherwise contribute to the financial and operational success of the SRCC.

- Events include Ribbon Cuttings, Chamber network events, and Chamber signature events (IE – Farmers’ Market, Wedding event, Golf Tournament, etc).
- Sponsorships and donations can include monetary and in-kind. Additionally, assistance selling event and/or raffle tickets is expected.

5. As a board member, I am expected to follow/like the Chamber on its social channels of Facebook, Instagram, and LinkedIn. I am expected to give a positive review of the SRCC on Google and/or Facebook.

I hereby acknowledge and agree to the terms and expectations of accepting a voluntary board member position as approved by the Southtowns Regional Chamber of Commerce.

Signature

Printed Name

Date