



## Board Member

### Summary:

The bylaws state that the government and policy-making responsibilities of the Chamber shall be vested in the Board of Directors, which shall control its property, be responsible for its finances, and direct its affairs.

The Board of Directors shall be responsible for the safeguarding of all funds received by the Chamber and for their proper disbursement. Such funds shall be kept on deposit in financial institutions, or invested in a manner approved by the Board of Directors.

Directors hold office for three (3) years.

### Responsibilities of a Hudsonville Chamber of Commerce Board Member include:

- Advising/Strategic Planning
- Financial management oversight
- Contributing to strategic discussions at board meetings and guiding Chamber staff
- Elect members to serve in the officer positions
- Make decisions in the best interest of the Chamber

### Expectations:

- Attend monthly board meetings (1hr) and actively participate in conversations.
- Familiarize yourself with the Bylaws, Policies & Procedures, and Strategic Plan to ensure a working knowledge of priorities and compliance.
- Ensure an understanding of financial reports.
- Support the decisions of the Board.



## Board President

**Summary:** The Board President presides over all meetings of Directors and assists in ensuring the implementation of the strategic plan through board discussions.

**Additional Responsibilities:**

- Provide leadership to the Board of Directors and chair all meetings of the Board of Directors.
- Assist the Executive Director in furthering the organization's mission and strategic plan goals.
- Conduct an annual review of the Executive Director.
- Represent the organization, as necessary, at official functions with private and public organizations.

## President-Elect

**Summary:** If the President is not present at a meeting/function, the President-Elect presides at the meeting/function.

**Additional Responsibilities:**

- Represent the Chamber on behalf of the board when the President is not available.
- Prepare for assuming the role Board President.

## Treasurer

**Summary:** The Treasurer oversees the funds of the Chamber and ensures proper book-keeping is done. The Treasurer also is responsible for ensuring proper checks and balances are adhered to.

**Additional Responsibilities:**

- Ensure that a financial review by a certified public accountant is made following the completion of the fiscal year.
- Ensure that financial reports are submitted regularly to the Board of Directors.
- Ensure that an annual budget is approved prior to the start of the fiscal year.