



# **Copiague Chamber of Commerce**

**Est. 1955**

## **BASIC REQUIREMENTS AND RESPONSIBILITIES FOR HOLDING OFFICE**

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## **POSITION DESCRIPTIONS**

**2016**

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## **THE BASIC REQUIREMENTS AND RESPONSIBILITIES FOR HOLDING OFFICE:**

(Applies for both Officers and Directors):

The only reason to be on the Board (officer or director) is to be available to help make decisions! With that in mind, the basic requirements for all are:

1. **MUST** attend Board meetings and special executive meetings
2. Must arrive on time and not leave before the end of the meeting
3. Should attend regular meetings

Also note:

Board meetings are typically held on the 3rd Tuesday of the month, 8am

Special executive meetings (time, date, place) are determined by The President as the need arises

**The individual roles and responsibilities of each of the positions are described and defined in the ensuing pages...**

## POSITION DESCRIPTION

TITLE: President

Summary: The President shall be the legislative head of the Chamber and shall preside at all meetings of the membership and the Executive Board.

Duties and Responsibilities, not limited to:

1. The President shall be the presiding officer of the Executive Board.
2. Shall determine the need for Chamber action or involvement in specific community issues.
3. Shall be an ex-officio member of all committees.
4. Shall be spokesperson for the organization on official statements of policy.
5. Sign all formal documents of the Chamber.
6. Interpret the Program of the Chamber to the membership and general public through dissemination of appropriate newsletters, releases and/or public talks.
7. Help determine if new programs should be undertaken as the Chamber year progresses and whether existing Program of Action goals are being satisfactorily accomplished in order that the basic goals and objectives of the Chamber are being achieved.
8. Help to improve the overall financial condition of the organization.
9. Seek ways and means of making the Chamber a more effective organization and better able to serve the needs of the membership and the community.
10. May sign checks.

## POSITION DESCRIPTION

TITLE: 1st Vice President

Summary: The 1st Vice President shall exercise the powers and authority and perform the duties of the President in the absence or disability of the President. The 1<sup>st</sup> Vice President should also develop knowledge which will improve goal accomplishment and efficient operations of the Chamber

Duties and Responsibilities:

1. The 1st Vice President shall serve as a member of the Executive Board and Budget committee. (see also duties & responsibilities for Director/Executive Board Member)
2. Shall be an ex-officio member of all committees.
3. Shall be a spokesperson for the organization on official statements of policy.
4. Assist the President in determining the need for committees.
5. Counsel with other officers of the organization in seeking means of reaching Program of Action goals and objectives.
6. Interpret the Program of the Chamber to the membership and general public through dissemination of appropriate news releases and/or public talks when required.
7. Help determine if new programs should be undertaken as the Chamber year progresses and whether existing Program of Action goals are being satisfactorily accomplished in order that the basic goals and objectives of the Chamber are being achieved.
8. Help to improve the overall financial condition of the organization.
9. Seek ways and means of making the Chamber a more effective organization and better able to serve the needs of the membership and the community.
10. Assist the President in the supervision of an annual review and update of the Chamber's long-range plan, keeping the plan's perspective focused five years into the future.
11. Conduct a Chamber orientation program for new Board members.

## POSITION DESCRIPTION

TITLE: 2<sup>nd</sup> Vice President

Summary: The 2<sup>nd</sup> Vice President shall assist the President and President Elect in the performance of their duties.. The 2<sup>nd</sup> Vice President shall exercise the powers and authority and perform the duties of the President in the absence or disability of the President and 1<sup>st</sup> Vice President. The 2nd Vice President should also develop knowledge which will improve goal accomplishment and efficient operations of the Chamber

### Duties and Responsibilities:

1. The 2nd Vice President shall serve as a member of the Executive Board and Budget Committee (see also duties & responsibilities for Director/Executive Board Member)
2. Assist the 1<sup>st</sup> Vice President as requested in carrying out the prescribed duties.
3. Shall be an ex-officio member of all committees.
4. Shall be a spokesperson for the organization on official statements of policy.
5. Assist the President in determining the need for committees.
6. Counsel with others officers of the organization in seeking means of reaching Program of Action goals and objectives.
7. Interpret the Program of the Chamber to the membership and general public through dissemination of appropriate news releases and/or public talks when required.
8. Help determine if new programs should be undertaken as the Chamber year progresses and whether existing Program of Action goals are being satisfactorily accomplished in order that the basic goals and objectives of the Chamber are being achieved.
9. Help to improve the overall financial condition of the organization.
10. Seek ways and means of making the Chamber a more effective organization and better able to serve the needs of the membership and the community.
11. Help supervise an annual review and update of the Chamber's long-range plan, keeping the plan's perspective focused five years into the future.

## POSITION DESCRIPTION

TITLE: Treasurer

Summary: The Treasurer shall supervise the receipt, deposit and disbursement of the funds of the Chamber and shall cause a monthly financial report to be made to the Executive Board.

Treasurer:

Duties and Responsibilities:

### **A) At Board Meetings:**

1. Should provide a summary report of activity and balances at Board meetings (be prepared to give details if asked)
2. Should report on number of paid members
3. Should submit a physical summary report to be included with the meeting minutes

### **B) At General Meetings:**

Should provide a summary report of activity and balances at General meetings be prepared to give details if asked)

Should report on number (and breakdown) of paid members

Should submit a physical summary report to be included with meeting minutes

### **C) In General:**

1. To facilitate the various processes (and workload of all concerned) that are affected by the Treasurer's responsibilities, it is imperative that the Treasurer use and maintain the Quickbooks accounting system previously set up by the Chamber...

This will not only facilitate the financial reporting mechanism, but the auditing, membership processing, as well as the annual invoicing processing.. All of these functions and more importantly easily accessed current and historical information are greatly facilitated by using this mechanism.

In addition, the Treasurer will be responsible for timely and periodic backup of the data kept by QuickBooks in the eventuality of data loss or data corruption.

2. Serve as Chairman of the Budget Committee. The Budget Committee shall be responsible for determining the ways and means by which budget requirements are met.

3 The Treasurer shall receive and disburse all funds of the Chamber. The Treasurer shall keep all of its money deposited in its name as such depository or depositories as the Directors may instruct and shall pay out no money except upon the check of the Chamber of Commerce.

4. The Treasurer may sign checks jointly with the President

5. Shall be the technical custodian of all funds of the Chamber. Maintain accurate accounting records by utilizing the Chamber's accounting applications (as indicated above), which includes but is not limited to; accounts receivables, accounts payable, invoicing. The Treasurer shall make a financial report to the Board of Directors and members of the Chamber at monthly meetings (and special executive meetings as necessary), including the number of members in good standing as of the date of the meeting

6. The Treasurer shall provide profit & loss statements as needed to aid in grant application process.

7. The Treasurer shall insure that an annual review or audit is made by a public accountant of all financial operations of the Chamber during the past year.

8. The Treasurer shall serve as a member of the Executive Board (see also duties & responsibilities for Director/Executive Board Member)



## POSITION DESCRIPTION

TITLE: Secretary

Summary: The Secretary shall record and maintain an accurate record of all proceedings of the Chamber and Board of Directors and shall preserve such records.

Secretary:

Duties and Responsibilities:

A) At Board Meeting:

- 1 Should take minutes at Board meetings and any Special meetings
- 2 Should take attendance of all Board Members (BM)
- 3 Should take note of any BM arriving after the meeting starts (anyone arriving 5 minutes after the meeting starts should be considered "officially late")
4. Should take note of any "guests" who are there and why they are there
5. Should read the minutes of the previous meeting for approval & correction
- 6 Should note if any BM leaves before the end of meeting
7. Should note all important proceedings and details of the meeting
8. Should accept and note the Treasure's report

B) At General Meeting:

1. Should take minutes at General meetings
2. Should take attendance of all Board Members (BM)
3. Should read minutes of previous General meeting for approval & correction
4. May also read previous Board/Special meeting minutes if required
5. Should take note of any "guests" who are there and why they are there
6. Should note all important proceedings and details of the meeting
7. Should accept and note the Treasure's report

C) In General:

1. Minutes of meetings should be preserved as historical documents on the Chamber web site. Recorded minutes must be submitted in a typed electronic document or in a legible hand written format and scanned so that it can be updated to the web site as future reference and documentation.
2. Serves on the Board of Directors (see also duties & responsibilities for Director/Executive Board Member).

3. Accepts and certifies Nominating Committee report no later 30 days prior to the election. All nominees must be members in good standing or representatives of members in good standing of the Corporation.
4. The Secretary shall mail to all members of the Chamber a ballot containing the names of the nominees for Director at least 15 days prior to the election. These nominees shall be members who are eligible to serve and who have given their consent to serve if elected.
5. Helps coordinate Ribbon Cuttings and Grand Openings.
6. In the absence of all other officers acts as temporary Chair of the Chamber.

## POSITION DESCRIPTION

TITLE: Director/Executive Board Member

Summary: The members of the Board of Directors and Executive Board are the elected representatives of the Chamber's general membership and have ultimate responsibility for all Chamber operations. In that capacity, the Executive Board shall formulate and review various policies, proposed actions, programs and projects which serve the best interest of the Chamber and the community.

### Duties and Responsibilities:

1. Annually develop a set of basic Chamber objectives, called a Program of Action, and continually monitor and direct the Chamber's progress toward attaining those objectives.
2. Set the overall policy of the Chamber.
3. Recommend changes in the by-laws and elect officers as required in the by-laws.
4. Be a sounding board for the Chamber membership in representing the business community.
5. Take an interest in the organization and spend the necessary time to give proper attention to the affairs of the Chamber.
6. Work constructively and harmoniously with all Board members, and honorary board members.
7. Exercise sound judgment in considering the issues being addressed by the Chamber.
8. Provide the personal leadership, enthusiasm and support necessary to help coordinate and build an effective organization.
9. Inspire others to respond to worthwhile causes sponsored by the Chamber and motivate others to help in arriving at solutions to community problems.
10. Encourage committees in the completion of their assigned tasks.
11. Attend all meetings and functions of the Board.
12. Study and review the budgetary and fiscal needs of the Chamber and help broaden the financial resources of the organization.
13. Defend the Chamber against criticism. Where criticism is justified, work to remedy the conditions causing the criticism by bringing the matter to the attention of the entire Board.
14. Keep informed of the activities and overall operations of the Chamber.
15. Be scrupulous in your disassociation of all personal interests from the activities of the Chamber.
16. Help select and involve individuals in various Chamber programs so as to utilize their leadership talents.
17. Be certain that Chamber programs, projects and activities are consistent with the needs of the membership and the community.
18. Each Director shall assist in the organization of events.