

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** Chairman

**REPORTS TO:** Executive Board and General Membership

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

**Duties and Responsibilities:**

1. The Chairman shall be the presiding officer of the Executive Board.
2. With the counsel and advice of the President and subject to the approval of the Executive Board, 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, in conjunction with the President, chief spokesperson for the organization on official statements of policy.
5. Sign all formal documents of the Chamber.
6. Counsel and advise the President on Chamber affairs as the need arises.
7. Interpret the Program of the Chamber to the membership and general public through dissemination of appropriate news releases and/or public talks.
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. May sign checks jointly with one of the following: President, Treasurer, or Chairman-Elect.

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** Chairman-Elect

**REPORT TO:** Chairman

**Summary:** The Chairman-Elect shall succeed to the position of Chairman upon the expiration of the term and with the confirmation of the Executive Board. The Chairman-Elect shall exercise the powers and authority and perform the duties of the Chairman in the absence or disability of the Chairman.

**Duties and Responsibilities:**

1. The Chairman-Elect shall serve as a member of the Executive Board.
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 Chairman 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.
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. Supervise 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.

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** Chairman-Elect Designate

**REPORT TO:** Chairman

**Summary:** The Chairman-Elect Designate shall assist the Chairman and Chairman-Elect in the performance of their duties. The Chairman-Elect Designate should also develop knowledge which will improve goal accomplishment and efficient operations of the Chamber.

**Duties and Responsibilities:**

1. The Chairman-Elect Designate shall serve as a member of the Executive Board.
2. Assist the Chairman-Elect 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 Chairman 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.
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. Supervise an annual review and update of the Chamber's long-range plan, keeping the plan's perspective focused five years into the future.

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** Treasurer

**REPORTS TO:** Chairman

**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.

**Duties and Responsibilities:**

1. 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.
2. 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.
3. The Treasurer may sign checks jointly with one of the following: Chairman, Chairman-Elect or President.
4. Shall be the technical custodian of all funds of the Chamber.
5. 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.
6. Shall chair an annual internal audit committee.
7. Shall serve as a member of the Executive Board.

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** General Counsel

**REPORTS TO:** President and Chairman

**Summary:** The General Counsel represents the Chamber as a general legal counsel.

**Duties and Responsibilities:**

1. The Legal Counsel advises and gives general legal counsel regarding national, state and local issues and situations affecting the Chamber's policy.

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** Executive Board Member

**REPORTS TO:** Chairman

**Summary:** The members of the Executive Board are the elected representatives of the Chamber's general membership and have ultimate responsibility for all Chamber operations. In the 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 the officers, committee chairmen and staff.
7. Exercise sound judgement 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 Executive 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.

**DALTON-WHITFIELD CHAMBER OF COMMERCE**  
**POSITION DESCRIPTION**

**TITLE:** Committee Chairman

**REPORTS TO:** Executive Board

**Summary:** The Committee Chairman is the volunteer member who is responsible to the Executive Board for the committee's action. The Chairman works closely with the assigned staff member in carrying out the committee's Program of Action/Business Plan.

**Duties and Responsibilities:**

1. The Committee Chairman calls meetings and presides at committee meetings. Sees that it performs the functions as prescribed or authorized by the Executive Board.
2. Provides ample opportunity for all committee members to express themselves.
3. Sees that prior research and fact gathering is accomplished to give proper consideration to all factors related to the problem to be acted on.
4. Shall divide the responsibilities among the members of the committee and assign specific responsibilities to each member, as required.
5. It shall be the responsibility of the Committee Chairman to set deadlines and priorities for work to be completed and to check from time to time with members of the committee who have been assigned work to see to it that the work is being done.
6. See that the committee meetings begin on time and coordinate the proper meeting place and setting for the staff member.
7. See that meetings are conducted in an orderly manner and that they end on time.
8. Report activities of the committee to the monthly Executive Board meeting. This can include reporting a committee's position and findings prior to the formation of policy by the Executive Board.