



Jefferson Chamber Board of Directors Job Descriptions

Job Title: Chairperson of the Board

Reports to: Executive Committee

Responsibilities of the Chairperson of the Board of Directors:

- Preside over meetings of the Board of Directors, the Nominating Committee, and the Executive Committee efficiently by keeping discussion focused on agenda topics and facilitating decision-making
- Serve as ex-officio (by virtue of office) member of all Chamber Committees and delegate the work of Board Officers and Chamber Committees
- Work with the President to ensure all orders and resolutions of the Board of Directors are completed
- Direct, manage, and discipline (as needed) Board of Director Members to ensure they are fulfilling the responsibility of their position
- Coordinate and participate in the President's annual performance evaluation and oversee the search for a new President when the need arises
- Act as official spokesperson for the Board of Directors acting in congruence with Board of Director opinions when asked by the President, forgoing personal opinion or belief
- Call emergency meetings of the Executive Committee, if needed
- Assist the President and the Nominating Committee in Board of Directors recruitment, appointment, and orientation
- Approve appointment of Chamber Committee Chairpersons

Job Title: Chairperson-Elect of the Board

Reports to: Executive Committee

Responsibilities of the Chairperson-Elect of the Board of Directors:

- Attend all Board of Directors and Executive Committee meetings and be prepared to preside over meetings, fulfilling all Chairperson of the Board of Directors duties, when the Chairperson of the Board is unable to be present
- Assume the office of Chairperson of the Board of Directors when the current Chairperson's term expires or upon the resignation of the current Chairperson of the Board of Directors
- Consult and advise the current Chairperson of the Board of Directors
- Carry out special assignments as assigned by the Chairperson of the Board of Directors
- Act as official spokesperson for the Board of Directors acting in congruence with Board of Director opinions when asked by the President, forgoing personal opinion or belief



- Study the Jefferson Chamber organization and policies to prepare for assumption of the role of Chairperson of the Board of Directors
- Serve on the Nominating Committee and actively participate in other Chamber Committees

Job Title: Treasurer

Reports to: Executive Committee

Responsibilities of the Treasurer of the Board of Directors:

- Attend all Board of Director meetings
- Work with Finance and Accounting Manager and Finance Committee to review and submit full and accurate financial data to the Board of Directors
- Ensure the Board of Directors financial policies are followed
- Serve as Chairperson of the Finance Committee and report to the Board of Directors regularly at meetings regarding the financial health of the Jefferson Chamber
- Assist the President and Chamber staff in preparing the Jefferson Chamber's annual budget
- Review the Jefferson Chamber's annual audit and clarify information for the Board of Directors
- Refrain from involvement of the daily financial management of the Jefferson Chamber

Job Title: Secretary

Reports to: Executive Committee

Responsibilities of the Secretary of the Board of Directors:

- Attend all Board of Director meetings
- Ensure communication is distributed by Chamber staff to the Board of Directors regarding meetings, performance evaluations, and other necessary information
- Maintain full and accurate records of Board of Director meetings and policies and ensure confidentiality and safety of the documents
- Ensure designated Chamber representative is recording minutes of Board of Director meetings and review minutes for accuracy
- Ensure Chamber staff is maintaining a register of Board of Director members with addresses, phone numbers, and email addresses
- Assume the duties of Chairperson of the Board of Directors in the absence of the Chairperson of the Board of Directors and the Chairperson-Elect of the Board of Directors
- Obtain information from records and minutes of Board of Director meetings to help Board of Director members in the decision-making process when necessary



Job Title: At-Large Executive Committee Member

Reports to: Executive Committee

Responsibilities of the At-Large Executive Committee Member:

- Attend all Board of Director and Executive Committee meetings
- Act as an advisor for the Chairperson-Elect of the Board of Directors and assist the Chairperson-Elect in preparation for assuming the role of Chairperson of the Board of Directors
- Actively participate in Executive Committee meetings, offering sound input in decision-making processes
- Carry out special assignments for the Chairperson-Elect of the Board of Directors

Job Title: Chairperson of Chamber Committee

Reports to: Chamber Staff Committee Liaison

Responsibilities of the Chairperson of a Chamber Committee:

- Attend all Board of Director, Executive Committee, and designated Committee meetings
- Act as official spokesperson for designated Committee, acting in congruence with Committee opinions, when asked by the President, forgoing personal opinion or belief
- Facilitate the work of their Committee by helping members stay focused, reach decisions, and make recommendations
- Calls Committee meetings, approves Committee meeting agenda, and presides over Committee meetings
- Encourages participation from Committee members and delegates Committee responsibilities and tasks
- Monitors progress on Committee goals and reports final recommendations and minutes at Board of Director meetings
- Makes recommendations on whom who should serve on the Committee and evaluates the work of the Committee with the Chairperson of the Board of Directors and the President

Job Title: Board of Directors Member

Reports to: Chamber Membership

Responsibilities of the Board of Directors:

- Represent the voices and interests of the Jefferson Chamber Membership and the business community of Jefferson Parish
- Assist in the development of the “Program of Work”, or action plan, which establishes a clear statement of the Jefferson Chamber’s mission and objectives for the upcoming year



- Act as trustees of the Jefferson Chamber by approving the annual budget developed by the Chamber staff and Finance Committee and monitoring finances and budget for the organization as fiduciary counsel along with the Treasurer, Finance and Accounting Manager, and Finance Committee
- Aid the Jefferson Chamber in securing adequate funds for the organization
- Assure compliance with applicable laws and regulations to minimize exposure to legal action
- Understand that the role of the Board of Directors is advisory as it relates to the President's employment of Chamber staff and day-to-day administrative tasks

Responsibilities of the Board of Directors Member:

- Attend all Board of Directors meetings, including the Board of Directors retreat, and be punctual, prepared, informed, and participatory about the set agenda
- Maintain a steady presence at Jefferson Chamber signature events and networking events, attending at least two (2) signature events and three (3) networking events per calendar year
- Actively serve on at least one Chamber Committee
- Serve as a voting member of the organization, understanding the impact their single vote may have on the commercial, economic, and civic life of the community
- Keep the President and Chairperson of the Board informed about any concerns the community has regarding the Chamber's role or mission
- Support the organization through purchasing tickets, sponsoring events, and recruiting others in fundraising efforts to total no less than \$1000 per year
- Respect the opinions of fellow Board of Director members and Chamber businesses and contribute to Board of Director meetings by tactfully expressing opinions, offering constructive suggestions, and providing beneficial feedback
- Understand and respect the confidentiality of agenda items discussed at Board of Directors meetings and Chamber Committee meetings
- Represent the Jefferson Chamber in the community in a positive and supportive manner
- Observe parliamentary procedure in Board of Director meetings
- Disclose any conflicts of interest, whether professional or personal, and take care to separate the interests of the Jefferson Chamber from the needs of a particular client or constituency or matters of self-benefit
- Participate in a yearly self-evaluation to ensure the expectation of being a Board of Directors Member is upheld
- Utilize their resources through connections within the business community or be willing to make connections with the Chamber Membership to aid the Jefferson Chamber in effectively and responsibly representing community interests
- Refrain from acting independently of the full Board of Directors
- Comprehend the full requirements of being a member of the Jefferson Chamber Board of Directors