

**Tomahawk Regional Chamber of Commerce**  
**Board of Directors**  
**Commitment to Serve**

I, recognizing the important responsibility I am undertaking in serving as a member of the Board of Directors of the Tomahawk Regional Chamber of Commerce, hereby personally pledge to carry out in a trustworthy and diligent manner, all the duties and obligations inherent in my role as a member of the Board.

**MY ROLE**

I acknowledge that my primary role as a member of the Board is (1) to contribute to the defining of the Chamber mission and governing the fulfillment of that mission, and (2) to carry out the functions of the office of a Board member and/or Officer as delineated in the Chamber bylaws.

My role as a member of the Board will focus on the development of broad policies that govern the implementation of institutional plans and purposes.

**MY COMMITMENT**

I will exercise the duties and responsibilities of this office with integrity, responsibility, and due care. I pledge:

1. To establish as a high priority my attendance at all meetings of the Board and Board committees on which I serve.

A Board member being absent three (3) consecutive regular meetings, except for good cause, shall be automatically dropped and another member shall be appointed to serve his/her unexpired term. A Board member being absent three regular meetings without designating his/her proxy shall be automatically dropped and another member shall be appointed to serve his/her unexpired term.
2. To come prepared to contribute to the discussion of issues and business to be addressed at scheduled meetings, having read the agenda and all background support material relevant to the meeting.
3. To always represent the Chamber in a positive and supportive manner and in all places.
4. To fulfill the duties of loyalty and confidentiality to the organization. Board members shall maintain the confidentiality of information entrusted to them by the organization.
5. To observe the parliamentary procedures outlined in Robert's Rule of Order and display courteous conduct in all Board and committee meetings.
6. Board member will also be a Chamber member in good standing with the Tomahawk Regional Chamber of Commerce.
7. To refrain from intruding in administrative issues that are the responsibility of the Executive Director, except to monitor the results and prohibit methods not in congruity

- with Board policy.
8. To avoid conflicts of interest between my position as a Board member and my personal and professional life. If such a conflict does arise, I shall declare that conflict before the Board and refrain from voting matters in which I have a conflict.
  9. To support in a positive manner all actions taken by the Board of Directors, even when I am in a minority position on such actions.
  10. To agree to serve on at least one committee, attend committee meetings, and participate in the accomplishment of its objectives. If I chair the Board or a committee, I will:
    - (a) Call meetings regularly until objectives are met;
    - (b) Ensure that agenda and support materials are mailed to all members in advance of the meetings;
    - (c) Conduct the meetings in an orderly, fair, open and efficient manner; and
    - (d) Make committee progress reports or provide minutes to the Board of Directors at their scheduled meetings, using the adopted format.
  11. To participate in the annual strategic planning meeting, Board evaluation programs, and Board development workshops, seminars, and other educational events that enhance my skills as a Board member.
  12. To support Chamber activities by attending the majority of such events including Quitting Times, the Chamber's Annual Dinner, Chamber events and fundraisers, etc.
  13. To promote membership in our Chamber by seeking and contacting prospective members and sharing the benefits of Chamber membership with them.

### **LEADERSHIP'S THREE MAJOR RESPONSIBILITIES**

#### **Financial Responsibilities:**

Oversee and protect the financial well being and assets of the Tomahawk Regional Chamber of Commerce.

Monitor the Chamber's operating funds, insurance and other fiscal responsibilities, policies and liabilities.

Review and approve the annual budget, delegating to the Executive Director the daily authority to administer these funds.

#### **Community and Chamber Mission Accountabilities:**

Ensure the Chamber achieves its stated mission in the community by reviewing all programs and services to make certain that they truly reflect the Chamber's mission as well as the needs of the community.

Ensure that the actions of the Chamber meet the legal, ethical, and quality standards

of the Chamber and community.

Ensure effective planning and policy formation. Participate in annual strategic planning sessions, monitor, and periodically evaluate plans and operating policies of the Chamber.

Be able to interpret the Chamber to the community, and the community to the Chamber by enhancing the Chamber's image in the community, having knowledge of the Chamber services and goals, and building key alliances with community leaders and organizations.

**Ongoing Leadership Development:**

Employ, evaluate, and support the Executive Director of the Chamber.

Organize, evaluate, and renew ongoing top leadership of the Board of Directors.

**OFFICER'S RESPONSIBILITIES**

**President:**

The President shall serve as the executive head of the Chamber and the Executive Committee and shall preside at all meetings of the Board. The President shall determine the need for committees, subject to the approval of the Board.

The President shall also assure that a viable Program of Work exists to bring to the attention of the Membership and community.

The President shall counsel and advise the Executive Director as the need arises.

As per the Chamber's bylaws, the President shall be a non-voting Board Member unless a tie arises.

**Vice President:**

In the absence of the President, the Vice President shall fulfill the duties of the President.

The Vice President shall also supervise the annual strategic planning session and review other annual activities as may be deemed appropriate to prepare for the following year's Program of Work.

The Vice President shall serve on the Executive Committee.

**Secretary:**

In the absence of the President and Vice President, the Secretary shall fulfill the duties of the President.

The Secretary shall also review monthly Board minutes to ensure accuracy.

The Secretary shall serve on the Executive Committee.

**Treasurer:**

In the absence of the President, Vice President and Secretary, the Treasurer shall fulfill the duties of the President.

The Treasurer shall review the Chamber's monthly financial statements and provide a financial report at the monthly Board meeting.

The Treasurer shall serve as Chair of the annual Budget Committee, making recommendations to the Board on the Chamber's annual operating budget.

The Treasurer shall serve on the Executive Committee.

**Executive Committee:**

The Executive Committee shall consist of the four officers of the Board and the Executive Director. The Executive Director is a non-voting member of the Executive Committee.

The Executive Committee shall act for and on behalf of the Board of Directors when the Board is not in session, and in the absence of a quorum at regularly scheduled monthly meetings of the Board.

The Executive Committee is responsible for grievance procedures submitted by Chamber staff.

If, for any reason, I find myself unable to carry out the duties as best I can, I agree to resign my position as a member of the Board of Directors of the Tomahawk Regional Chamber of Commerce.

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(Signature)

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(Date)