

Goddard Chamber of Commerce

Board Positions

Board Member

The position of Board Member of the Goddard Chamber of Commerce is an individual volunteer position, chosen annually by the Board of Directors. Board Members shall serve a 1-year term and are eligible for reelection annually.

Duties Include:

- Monthly Meetings
 - Board Members are required to attend one Chamber function a month unless approved by the board prior to absence or approved by Executive Director, President and Vice President for a specific reason.
 - Chamber functions include
 - Coffee
 - Lunch General Meeting
 - After Hours
 - Board members are required to attend or call in at least 8 Board Meeting per year
 - Keeps Executive Director and President apprised of expected absences from any board meeting.
 - If absent, please send votes on items from agenda to Executive Director and President no later than 10 AM day of meeting
- Committee Work
 - Serves as a member on at least one committee annually
- Community Liaison
 - Attends and represents the Chamber at the following as much as possible but no less than 1/8 of the events
 - Ribbon Cuttings
 - Chamber member events that notice was given more than 2 weeks to the board
 - Other community events as requested by the Executive Director and President
- Volunteers for a minimum of 1 Chamber special event per year

President

The position of President of the Goddard Chamber of Commerce is an individual volunteer position, chosen annually by the Board of Directors. The President shall serve a 1-year term and are eligible for reelection for a second term. Past presidents may be elected to additional presidential terms after a lapse of at least 1 year after his/her term.

Duties Include:

- Monthly Meetings
 - Presides over all Executive, Board, and General Membership Meetings

- Attends at least ½ of the Chamber functions (see board members for list of Chamber functions) throughout the year with no less than 1 per month
 - Approval from the board prior to the month of absence is required for president if they are not able to attend any that month
- Attends or calls in to at least 10 Board Meetings per year
- Attends a monthly Executive Meeting with Vice President and Executive Director
- Keeps Executive Director and Vice President apprised of expected absences from the above meetings
- Committee Work
 - Forms committees as needed with the advice and counsel of the Vice President and Executive Director
 - Selects chairs for committees, subject to Board approval
 - Serves as a member of at least one committee annually
 - Works closely with committee chairs as needed (in conjuncture with the Executive Director and Vice President)
- Community Liaison
 - Attends and represents the Chamber at the following as much as possible but no less than 1/2 of the events
 - Ribbon Cuttings
 - Chamber member events that notice was given more than 2 weeks to the board
 - Other community events as requested by the Executive Director
- Leads planning of monthly Board and General Membership meetings with input and assistance from the Executive Director and Vice President
- Volunteers for a minimum of 2 Chamber special events per year
- Has admin rights on Chamber software

Vice President

The position of Vice President of the Goddard Chamber of Commerce is an individual volunteer position, chosen annually by the Board of Directors. The Vice President shall serve a 1-year term and are eligible for reelection annually.

Duties Include:

- Monthly Meetings
 - Attends at least ½ of the Chamber functions (see board members for list of Chamber functions) throughout the year with no less than 1 per month
 - Approval from the board prior to the month of absence is required for if they are not able to attend any that month
 - Attends or calls in to at least 10 Board Meetings per year
 - Gets info to Vice President or Executive Director for any missed meetings so they can run meeting
 - Attends a monthly Executive Meeting with President and Executive Director
 - Keeps Executive Director and President apprised of expected absences from the above meetings

- Committee Work
 - Serves as a member of at least one committee annually
 - Works closely with committee chairs as needed (in conjuncture with the Executive Director and President)
- Community Liaison
 - Attends and represents the Chamber at the following as much as possible but no less than 1/3 of the events
 - Ribbon Cuttings
 - Chamber member events that notice was given more than 2 weeks to the board
 - Other community events as requested by the Executive Director
- Assist with planning of monthly Board and General Membership meetings
- Volunteers for a minimum of 2 Chamber special events per year
- Assumes the duties of the President as needed

Secretary

The position of Secretary of the Goddard Chamber of Commerce is an individual volunteer position, chosen annually by the Board of Directors. The Secretary shall serve a 1-year term and are eligible for reelection annually.

Duties Include:

- Monthly Meetings
 - Board Members are required to attend one Chamber function (see board members for list of Chamber functions) a month unless approved by the board prior to absence or approved by Executive Director, President and Vice President for a specific reason.
 - Attends or calls in to at least 10 Board Meetings per year
 - If absent, Secretary needs to find a replacement for the meeting to take notes and follow up with the replacement about minutes
 - Keeps minutes of monthly Board Meetings and distributes those minutes for review no later than a week before next Board meeting
 - Keeps Executive Director and President apprised of expected absences from the above meetings
- Committee Work
 - Serves as a member of at least one committee annually
- Community Liaison
 - Attends and represents the Chamber at the following as much as possible but no less than 1/4 of the events
 - Ribbon Cuttings
 - Chamber member events that notice was given more than 2 weeks to the board
 - Other community events as requested by the Executive Director
- Volunteers for a minimum of 1 Chamber special events per year

Treasurer

The position of Treasurer of the Goddard Chamber of Commerce is an individual volunteer position, chosen annually by the Board of Directors. The Treasurer shall serve a 1-year term and are eligible for reelection annually.

Duties Include:

- Monthly Meetings
 - Board Members are required to attend one Chamber function (see board members for list of Chamber functions) a month unless approved by the board prior to absence or approved by Executive Director, President and Vice President for a specific reason.
 - Attends or calls in to at least 10 Board Meetings per year
 - Keeps Executive Director and President apprised of expected absences from the above meetings
- Financial Records
 - Maintains accurate financial records of all debits and credits on the Chamber account
 - Prepares a monthly report of all debits and credits for distribution at Board Meetings
 - Prepares other financial documentation as necessary in planning Chamber events and/or budget planning
- Committee Work
 - Serves as a chair of Finance committee annually at the least
- Community Liaison
 - Attends and represents the Chamber at the following as much as possible but no less than 1/4 of the events
 - Ribbon Cuttings
 - Chamber member events that notice was given more than 2 weeks to the board
 - Other community events as requested by the Executive Director
- Volunteers for a minimum of 1 Chamber special events per year