

BOARD RESPONSIBILITIES

Leadership

Board members are the top leaders in and for the Bowling Green Area Chamber of Commerce – the trustees of our association. Therefore, board members should have a “big picture” view. Many Chamber partners will represent a narrower, short-term view; the board protects the long-term interests of the association’s effectiveness by taking an active responsive role in all aspects of the association’s business.

- **Responsibility to the Board:**

Board members are co-partners in the important work to improve the business climate and therefore the quality of life in Bowling Green and South Central Kentucky. Each board member should be away of the Chamber’s mission, initiatives and services. As a member of the board, each leader has assumed a position of public trust, and therefore, should disassociate any personal interests from Chamber activities. Board members will be required to sign code of conduct policies related to confidentiality, fraud, conflict of interest and harassment.

In addition, we ask that you constantly identify and groom future volunteer leaders and that you nominate these future leaders when board nominations are sent out each year. Board members are to attend Chamber board meetings and functions regularly. Each board member will also be assigned an area of emphasis related to the Chamber’s strategic plan. Being a board representative in the assigned area may include attending related committee meetings and keeping the board updated on the progress of the initiative.

- **Responsibility to Chamber Policy:**

Board members have the right to exert their influence with the board for approval of actions and policies, but their authority does not go beyond their vote. Board members have no authority as individuals to commit the Chamber to any action or policy.

The board operates on the will of the majority while protecting the rights of the minority. This means that once all views have been expressed and a decision made, all board members are expected to publicly support that final decision.

- **Responsibility to the Budget:**

Board members have a fiduciary responsibility for the fiscal health of the association on behalf of its members. Board members approve a budget and receive monthly updates thereafter. Please review these budgets and ask questions. In addition, you may be asked if your company would be a sponsor at Chamber events. This is certainly not a requirement nor a condition of your selection, but we hope that board members will support the Chamber whenever possible.

- **Responsibility to the Public:**

Board members are official representatives of the Chamber's partnership. Therefore, they should defend the Chamber against criticism and take steps to remedy conditions that cause justified criticism.

- **Responsibility to the Staff:**

To do your job well you will need assistance from Chamber staff. Board and staff members work in partnership, each contributing unique perspectives and talents to further the association's goals.

Policy Formation

The board of directors determines policies and sets goals aimed at improving the business climate in Bowling Green and South Central Kentucky. As the policy-making branch of the Chamber, the board:

- authorizes the Chamber's plan of work
- approves the organization's budget
- hears and acts on committee recommendations
- sets the long-term agenda for the organization.

Board members are not expected to do all of the thinking for the Chamber. Rather, their function is to see that the Chamber accomplishes its goals, is adequately financed, and that appropriate individuals and groups are brought into the decision-making process.

Attendance

The Bowling Green Area Chamber of Commerce board meets monthly. The November meeting is usually a day-long Board Retreat and Annual Dinner is usually held in January. Each board meeting lasts approximately one and a half hours.

Board members are expected to attend all board meetings as well as the Annual Dinner and the Board Retreat. Attendance at the board functions is important for several reasons. First, the Bowling Green Area Chamber of Commerce needs the expertise each member brings. That is the primary reason you were asked to serve on the board. Secondly, attendance sets an example for others who aspire to leadership positions within the Chamber. Board members missing three consecutive meetings will be contacted by the Chair of the Board.

In addition to the Chamber business that must be conducted, our goal is to make board members the best informed business people in the community. You will receive an agenda approximately one week before each meeting.

Questions?

Review the Chamber By-laws for additional policies. Or call us at 270.781.3200 or e-mail ron@bgchamber.com, meredith@bgchamber.com or kenzie@bgchamber.com. The staff wants to make this a rewarding experience for you and help in any way possible.

ADDITIONAL INFORMATION

Monthly Board Meetings

Board meetings are traditionally held on the second Tuesday of each month starting at noon in the Chamber's Board Room. You'll receive a request via email monthly to RSVP for the board meetings. Lunch is provided, sponsored by Chamber partners. Meetings are usually kept to one hour. Board members will receive the agenda and supporting documents via email one week prior to the board meeting to review in advance of the board meeting. You may print out the documents and bring them to the meeting. All documents will be displayed on the active board.

Year Outline

January

January 1 New Board Chair assumes office

February

Annual Dinner

March

April

May

June

Board Nominations promoted through end of June

July

Board Nominations Deadline July 31

August

Leadership Retreat

Nominating Committee meets

Budget & Audit Committee meets

Proposed Slate to the board August 31

September

Vote on officers and new board members

October

Board Retreat

Budget and Action Plan proposed

November

December

Christmas/Chairman's Farewell Board Meeting

Budget, Action Plan, and Strategic Plan Approved